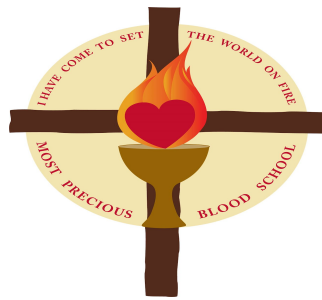


“Sharing our Catholic Faith in Christ”

Most Precious Blood Catholic School



2019-2020 HANDBOOK (Policies and Procedures)

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)

Lord, thank you that You have given us everything we need to succeed in life. Father, fill me and my children with Your Spirit producing fruit that never spoils. Help us to love unconditionally, be filled with joy overflowing, remain peaceful and patient, be kind to others, walk in goodness, faithfulness and gentleness and maintain self control. Continue to develop these things in us as we journey through this new year. In Jesus' name, Amen!

MOST PRECIOUS BLOOD CATHOLIC SCHOOL

2019-2020

HANDBOOK (Policies and Procedures)

Table of Contents:

INTRODUCTORY INFORMATION

DIRECTORY OF PERSONNEL, BOARD MEMBERS, and HOME AND SCHOOL OFFICERS

POLICIES AND PROCEDURES

APPENDIX A	ANTI-BULLYING, TEASING AND HARASSMENT POLICY
APPENDIX B	SUSPENSION AND EXPULSION OF STUDENTS
APPENDIX C	WELLNESS POLICY
APPENDIX D	ADMISSION POLICY

DISCLAIMER AND ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK (available online)

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

Contact Information:

Most Precious Blood Catholic School
120 E. Washington Street
New London, WI 54961

Email: mpbcs@mpbparishnl.org or lklosiewski@mpbparishnl.org

Web site: www.mostpreciousbloodschool.com

Phone: 920- 982-2134

MPB Parish Contact Information:

712 S. Pearl St.

New London, WI 54961

Pastor: Father John Kleinschmidt

Parish Center: 920-982-2346

email: parish@mpbparishnl.org

www.mostpreciousbloodchurch.com

www.facebook.com/mpbehurch

INTRODUCTORY INFORMATION

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 3 year old preschool through **grade six**. 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 Catholic School.

GREEN BAY DIOCESE MISSION STATEMENT

Catholic schools, in partnership with the faith community, share knowledge, give witness to the Gospel message, serve others, pray and worship.

PARISH MISSION STATEMENT

The mission of the Catholic Community/MPB is to help each other connect our faith in Christ with the world in which we live.

SCHOOL MISSION STATEMENT

The Mission of Most Precious Blood Catholic School is: To share **our Catholic** Faith in Christ by developing minds to grow, hearts to love, and hands to serve. **board approved 5/19**

SCHOOL PHILOSOPHY

Most Precious Blood 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. **board approved 3/06**

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 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 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 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 is: mgorman@mpbparishnl.org

Pastor	Father John Kleinschmidt
Principal	Mrs. Marie Gorman
School Secretary	Mrs. Lori Klosiewski
3K/4K/5K	Miss Danielle Cleven
Grade 1 & 2	Mrs. Miranda Stern
Grades 3-4, 5-6	Miss Angela Schleh
Music	Mrs. Denise Klemp
Phy. Ed.	
Computer Teacher	Miss Christine Bermann
Library Coordinator	Miss Christine Bermann
Interventionist	Miss Christine Bermann
Learners Aide	Mrs. Kattie Kurszewski
Extended Day(11-3)	Mrs. Kattie Kurszewski
Facilities/Custodian	Mrs. Mary Chipman

MPB FAITH FORMATION **Coordinator of Religious Ed./Youth Ministry ...** Joan Stemler
Assistant of Religious Ed. ... Liz Lefeber

TOTAL BOARD OF CATHOLIC EDUCATION (As of July 2019)

President	Carrie Schneider (year 1 of 2nd 3 year term)
Vice President	Maureen McHugh (1 year remaining in 3 year term)
	Gwen Abel (2 years remaining in 3 year term)
	Joe Geniese (2 years remaining in 3 year term)
	Debbie Martin (2 years remaining in 3 year term)
	SarahRose Van Camp (2 years remaining in 3 year term)

(Term for a board member is 3 years)

HOME AND SCHOOL OFFICERS (Parent Teacher Organization) (As of July 2019)

President	Gwen Abel
Vice President	Tiffany Kicherer
Treasurer	Elaine Muller

(Term for an officer position is 1 year)

POLICIES AND PROCEDURES

ACCREDITATION

Most Precious Blood Catholic School is accredited by the Wisconsin Religious and Independent Schools Association (WRISSA).

ADMISSIONS Non-discriminatory statement

** Refer to Admissions Policy - Appendix D

Most Precious Blood Catholic School welcomes admission to students of appropriate age and qualifications to our school, with no bias to national origin, ethnicity, religion, gender, sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. We have an open admissions policy. Though we are a Catholic school that teaches Christian values, students do not have to be of the Catholic faith to attend our school. Parents/guardians of students in our Catholic school must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

If space is limited in classrooms, preference for admission shall be given to:

- *a candidate from a local Catholic parish who has or had one or more siblings in our school.
- *one who is Catholic from a local parish.
- *a Catholic from another parish.
- *a non-Catholic local resident.

Grade Specific Admissions requirements:

3 Year Old Preschool: Children must be 3 years old by Sept. 1st and toilet trained.

4 Year Old Preschool: Children must be 4 years old by Sept. 1st.

5 Year Old Kindergarten: Children must be 5 years old by Sept. 1st.

Most Precious Blood Catholic School will make every effort to meet the needs of all students applying for admission and reserves the right to refer students to another school shall they not be able to meet specific student needs based on current staffing. Refer to Appendix D

APPOINTMENTS

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.

ATTENDANCE AND TARDIES

Student attendance is necessary to assure the most success in school. As a parent you are obligated to call MPB school when your child is sick or tardy. Parents are to **call the school office at 982-2134 or email lklosiewski@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. School begins at 8 am.**

ALCOHOL/DRUGS/SMOKING

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

ARRIVAL/DISMISSAL

Students should not arrive at school before 7:50 a.m. and should leave for home promptly at **3:00 p.m.** unless under the expressed supervision of their parents or are staying for an after school activity. We ask that parents use the utmost care when driving on the parking lot before and after school. **There will be a staff member supervising the children from 7:50-8am.**

ASBESTOS

Under Federal Guidelines Most Precious Blood 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.

BAND

Students in 5th and 6th 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, with the occasion of a parent volunteer.

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

Rental fee for student's textbooks is included in the tuition. A student retains books issued 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. All textbooks should be covered at the beginning of the school year and kept covered to protect them from excess wear.

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, 982-8543.

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.

BULLYING/HARASSMENT/TEASING

No student, parent, employee, or volunteer shall be subject to any type of bullying or harassment. It shall be a violation of the harassment and bullying policies for any student, parent, and employee or volunteer to harass another student, parent, and employee or volunteer.

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. See Appendix A.

CALENDAR

A school schedule is included in your first Wednesday folder to help you in planning family vacations/holiday weekends away. MPB School follows the NL School District calendar as far as early dismissal, holiday, and no school days are concerned. Monthly calendars are also posted on the school website.

CANCELLATION OF SCHOOL

MPB 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 school for the day will be made by or before 6:30 a.m. Where conditions are questionable a delay of school is used. This allows the school officials time to watch 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 younger children.

T.V. stations that carry warning/cancellations:

WBAY #2 WFRV #5 Fox 11 #11 NBC26 #26

Radio stations that carry warning/cancellations:

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

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.

CHAPERONES

Parents 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.

CHILD ABUSE LAWS

All school personnel are required by law to report any suspected or known cases of child abuse or neglect to the Waupaca County Social Services 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

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/COMPLAINTS

Parents who have a concern should voice that concern first to the person directly responsible and most able to resolve the concern. Please speak to the teacher/staff person with an open mind and keep it between yourselves. If it is not resolved, speak to the principal. If your concern/complaint is still not resolved speak to the Total Board of Education President and or the Pastor.

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.

CONFERENCES

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. Do not wait for a problem to develop to express concern, seek advice, or request assistance.

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 parent/guardian who has a concern that deals with the administration should contact the administrator through a note, email, or with a telephone call so a conference can be scheduled.

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.

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.

COUNSELORS

Counselors are not available at our school. However, we do work closely with the N.L School District when necessary.

CURRICULUM

Most Precious Blood offers standards based instruction and assessment which promotes individualized instructions. 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 taught in conjunction with literacy, mathematics, social studies, and science. Programming is enriched with classes in art, health, Spanish, physical education, typing, handwriting, technology, and music. Students are scheduled to attend computer classes and go to the library.

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.

DESKS

Students are expected to keep their desks orderly. Students are considered co-tenants of their desk; therefore, the school reserves the right to search this property. The school cannot be responsible for valuables left in or on desks.

DRESS CODE

The children at Most Precious Blood represent our parish and our school. It is up to the parents to ensure that students are appropriately dressed for school, school functions and the weather.

Acceptable attire includes but is not limited to:

1. Clothing in general must be clean, neat and modest in appearance.
2. Jeans are acceptable only if they are not heavily worn. **(NO HOLES IN JEANS)**
3. Shorts of good taste and to **just above the knee** may be worn in August/September and May/June.
4. Stockings or socks are to be worn at all times
5. Shoes should be kept laced and tied.
6. Shirts should cover the shoulders and collar bones.

Unacceptable attire includes but is not limited to:

1. Torn, frayed and modified jeans or slacks, and shirts.
2. Oversized trousers should not be worn to school. They pose a hazard in gym class and when running at recess.
3. T-shirts that are offensive to the MPB School philosophy, (include but are not limited to: alcohol/cigarette advertising, rock groups, and sexual language).
4. Shirts with thin straps (spaghetti strap, tank tops, muscle shirts) or shirts that do not fit snugly around the student's arms.
5. Crop tops (short shirts in which a child's belly is viewable).
6. Clogs and flip-flops. **All shoes must have a strap across the back or a back to keep them on.**
7. Short mini-skirts, short dresses, or short shorts.
8. Caps/hats/dew rags/bandanas can only be worn outside the school building.
9. Dying of one's hair with bold colors is unacceptable. Dying with natural hair colors is o.k. i.e.; blond, brunette, etc.
10. Body Piercing. Piercing of any body part other than ears is unacceptable. This includes the wearing of magnetic or fake piercing.
11. Extreme hairstyles.

This dress code was designed with the safety of our students in mind and to promote modesty.

CHILDREN MUST DRESS NICELY ON CHURCH DAYS! NO JEANS, NO SWEAT PANTS, NO HOODIES!

Boys should wear polo or collared button shirts with khaki or dress pants. Girls should wear dresses, skirts, or dress pants. (Students can change clothes after Mass.)

COLD WEATHER / WINTER ATTIRE

All students should come to school appropriately dressed for the weather. All 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 code is in effect for all school days and school events and may be amended by the principal and administrator.

EARLY RELEASE OF STUDENTS

All students taken from the building during the school day must be signed out at the school office, whether it is for personal business, a medical appointment or going home sick.

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

If a student becomes sick or injured, he/she will be sent to the office. If after observation, the illness or injury appears to warrant contact of a parent, reasonable effort will be made to contact parents. Parents may be requested to come and pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus. Emergency information cards are to be filled out each school year and kept on file in the office. Please, use 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. Such practice is important and will be approached seriously. All teachers are aware of the safety procedures for fire, tornado, bomb threat, intruder drill, other crisis situations that could arise. Evacuation routes are posted just inside each classroom door.

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 makeup 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. It is requested that separate checks be written for tuition, lunch, extended day usage, and field trips. Unless specified differently, checks should be written to Most Precious Blood 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.

FINANCIAL ASSISTANCE

Financial assistance is available for families that cannot meet tuition costs. Tuition assistance requests are handled as confidential documents. Contact the school administrator for an application. There are also grants that are available to families. **PLEASE come to us, we are here to help you!**

FIREARMS, WEAPONS, DANGEROUS OBJECTS

Firearms, weapons, and dangerous objects are not permitted on the school grounds. Possession of any dangerous objects on the school grounds will result in immediate suspension or possible expulsion from school. The police will be notified of any weapons/firearm offense.

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 necessary to meet our fundraising goals.** Fundraisers for the school are a way to help offset the cost of tuition and school expenses. In order to keep school tuition reasonable **there is a yearly family requirement fee of \$100 which was established in 2018-19.** This can be met by paying \$100 or volunteering 20 hours, or a combination.

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.

HOMEWORK

Homework is an important extension of the learning that takes place in school. It will reinforce learning and provide opportunities for reading, math drill, and study. Parents can assist their children by providing a quiet place for the students to work and by checking that their assignments are completed.

Students are held accountable for homework assignments as we are teaching them to become responsible school citizens. Failure to complete necessary homework assignments may impact a student's grade. Teachers are available to answer any questions parents may have regarding homework for their children.

HOURS OFFICE/SCHOOL

Office Hours **7:45-3:10**

Student Hours: Start time: 8:00 a.m. Recess & Lunch Break: 11:45-12:30 p.m. Dismissal: 3:00 p.m.

The school staff is not responsible for the well being of the students before 7:50 am nor after 3:00 dismissal unless students are here for a scheduled school activity or waiting for the bus.

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.** If your child comes to school ill, he/she will be sent home immediately. In case of illness or injury, a member of the school staff will care for a child. School personnel will render minor first aid treatment only. If emergency medical treatment is necessary the school will call 911 and then contact the parents/guardians. State law allows ten days total before a school may require doctor verification of illness.

IMMUNIZATION

Wisconsin Immunization Law requires all public and private schools to present written evidence of immunization against certain diseases within 30 school days after admission. The current age/grade requirements are as follows:

<u>Age/grade</u>	<u>Number of Doses</u>				
2-4 years	4DTP/DTaP/DT	3 POLIO	1 MMR	3 HEP B	1Var
Grade K-5	4DTP/DTaP/DT/Td	4 POLIO	2 MMR	3 HEP B	2Var
Grade 6	4DTP/DTaP/DT/Td 1 Tdap	4 POLIO	2 MMR	3 HEP B	2Var

Parents whose children are not compliant will receive written notices of immunizations needed shortly after school starts. Most Precious Blood School will be exercising the option to exclude your child from school if he/she has not presented written evidence of the month/day/year the vaccine was received. 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 MPB must have an up-to-date immunization record.

LEAVING CAMPUS

Students are not allowed to leave the school grounds during school hours without being signed out in the school office by an authorized adult.

LIBRARY/MEDIA CENTER

Each class has library scheduled weekly. Students are financially responsible for fines, lost or damaged books/materials.

LITURGY

Liturgy is central to our faith. Our students and faculty participate in the liturgy on a weekly basis. We will plan and attend Mass every Thursday at 8:30 a.m.. We will also attend mass on Holy Days of Obligation. Family members are invited and encouraged to participate in the liturgy with their children. **Children must dress up for mass. Please no jeans, sweats.** They are welcome to bring a change of clothes for after Mass.

LOITERING

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

LOST OR STOLEN ITEMS

The school will not be held accountable for items lost or stolen. 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

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. 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.

Student Lunch price is \$3.00, Milk is .35 (Milk cost is included in hot lunch price, but can be purchased separately if bringing a lunch from home).

Federal assistance is available for income-qualifying families. Applications for free/reduced-price lunches are sent home in the first Wednesday folder 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 11:45 - 12:05 and lunch time is 12:05 - 12:30

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.

MORNING MILK BREAK

To help provide healthy nutrition to our students, milk will be given at morning break in grades Pre 3, 4K, 5K, 1 - 6th. Cost is \$13 for Pre 3 and \$30.00 for 4K-6th grade per year. 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 CONCERNS

Parents with concerns about their child's progress in the classroom are asked to contact the student's teacher. Other concerns should be addressed with the administrator.

PARENT / LEGAL CUSTODIAN RIGHTS AND RESPONSIBILITIES

Unless the school is contacted in advance or as stated in the provided custody order, when a question arises as to the rights and responsibilities of a parent/legal custodian over a child the following procedures shall be followed:

1. Both Natural parents and or legal custodians have the right: To view the child's school records, to receive school progress reports and receive school mailings, to visit the child briefly at school and to participate in parent/teacher conferences. In the case of dual households and/or separated/divorced parents, unless coordinated in advance or as stated in custody order.
2. Only a parent and/or legal custodian has the right to remove the child from school or to visit the child in school unless said parent contact the child's teacher or the school office personnel in advance. In the case of dual households and/or separated/divorced parents, unless coordinated in advance or as stated in custody order.
3. In case of divorced and/or separated parents, court order copies of the custody agreement should be shared with the school.

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 attended a VIRTUS session and have had a background check done through the Green Bay Diocese.** Contact the office for a list of available dates and times, along with directions for the VIRTUS training and background check. The VIRTUS training is a 2-3 hour session and the background check is completed online.

HOME AND SCHOOL ASSOCIATION – H & S

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

The Home and School Association is a way of integrating the goals of the H & S for the benefit of the children. All parents/guardians, interested grandparents and parishioners are cordially invited to attend the monthly H&S meetings. Each year the H & S sponsor fundraising and fundraising projects. The H&S uses all funds raised to support Most Precious Blood School students and staff throughout the school year.

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 7:30-3:15, 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 adult supervision. Students may not use the playground before or after school without supervision. Staff is not available to supervise during this time. Students utilizing the playground unsupervised will be asked to leave the playground and make their way to their appropriate destination.**

ENTRY INTO THE BUILDING

Drop off at the start of the school day (7:50 am - 8 am) and pickup at the end of the school day (3pm) is off of the parking lot doors in the back of the school building. Parents are asked to wait for students to be brought into school as a school at the beginning of the day. At the end of the day, students will be escorted to the hallway by the parking lot doors for dismissal. This allows staff to account for all students and ensure everyone's safety. **Students and visitors looking to enter the school during school hours (8am to 3pm) will be granted access to the building by buzzing in to the building at the front of school (Washington Street doors).** 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.

PARTIES-CLASSROOM

The teachers will plan parties for All Saints, Christmas and Valentine's Day. Nutritional snacks are encouraged whenever birthday treats are sent to school. The school reserves the right to refuse the serving of certain foods/snacks. Any food brought into the classroom needs prior permission from the classroom teacher due to food allergies of some of our students.

PARTY INVITATIONS

Party Invitations may only be handed out in class if: All the girls in the class will receive an invitation, all the boys in the class will receive an invitation, or the entire class will receive an invitation. If this is not the case, invitations are not to be handed out at school. They must be mailed so we do not end up with children with hurt feelings.

PETS

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

PHYSICAL EDUCATION

Students must have appropriate shoes for indoor gym class. Please make certain students have clean tennis shoes for gym class that will not mark up the floor or slide when they run. Gym shoes should be kept at school all year. If a child cannot take part in Phy Ed classes due to their health a note in writing must be submitted.

PICTURES

Individual student pictures are taken each fall through a contracted photographer. Pictures of students may be taken occasionally and will be used in articles for the Press Star or sent to other news media (including but not limited to newsletters, bulletins, and social media). A Picture 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 anyway. 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.

PLAYGROUND SUPERVISION

Students enter the building at 7:50 am each day. The school assumes responsibility for the students who ride buses from the time they arrive in the morning until they leave on the bus at the close of the school day. Students are to leave the school grounds when school is dismissed with the exception of bus students or if their parents are present. There is no staff supervision of the playground before or after school hours.

PORTFOLIO ASSESSMENT

Portfolios are not intended to replace standardized tests or letter grades. Portfolios help us to expand that picture and offer students real ownership of their personal educational growth over time. Each year teachers will choose two of their works to place in their portfolio. Student's portfolios are a part of the student's cumulative records and are therefore transferred along with their health and academic records when they leave MPB School.

PRAYERS

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.

PROMOTIONS AND RETENTION

Promotions and retention are based on each student's academic, physical, social and emotional growth. A consultation between parents, teacher(s), and the administrator will take place in the event the classroom teacher feels the student is to be retained.

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 or their classroom. In the event a funeral is taking place and the parking lot is filled with cars, the children will be restricted to the play on the environmental playground. All children, unless medically excused, will participate in recess. Students need to respect property and each other during this time.

RECORDS

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 School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the

child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

REGISTRATION *****

Pre 3, 4K and 5K 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. A \$100.00 deposit is required for each student at the time of registration. All deposits paid will be deducted from the amount of tuition that will be due the following year.

RELIGIOUS INSTRUCTION

Religion is taught daily in each classroom. Students plan and participate in weekly liturgies. 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.

REPORT CARDS

Most Precious Blood issues report cards on a quarterly basis. The report cards we use are authorized through the Diocese of Green Bay. Report cards may be kept by the parent/guardian, but the envelope needs to be signed and returned to the child's classroom teacher after parents have discussed the results with their child.

SAVE SAVE SAVE "YOUR TRASH IS OUR CASH"

MPB EARNS CASH for:

- Box Tops for Education,

Save the items and turn them in via your Wednesday folder.

SCHOOL RULES

We require students to follow the rules and expect parents to support the administration and staff. The following rules serve as guides for our students.

GENERAL

- Walk in the school at all times.
- Show respect and pride for the school grounds, property, equipment and books.
- Respect and obey teachers, staff, parents, volunteers and all adults.
- Follow the dress code.
- Respect other students and avoid "put-downs" when speaking of and to others.
- Respect each other: no kicking, tackling, pushing, or tripping, etc.
- Hands should remain off of each other at all times.
- No gum chewing is permitted on school property.
- No skateboarding, scooters or biking is permitted on the school grounds.
- Toys and items from home should remain at home, unless prior approval has been given by the classroom teacher and/or principal. Any toys or items brought to school that have not been approved or are a distraction to the learning environment will be placed in the child's backpack for the rest of the day or sent to the office to be picked up by a responsible adult.
- Weapons or anything that could be deemed a threat or dangerous will be confiscated and brought to the office to be picked up by a responsible adult. Depending on the severity of the threat the police liaison officer or another officer may be called in for assistance.

LUNCH ROOM

- Students are to use a "quiet conversational" voice at all times. There may be designated times of silence at the start of lunch to ensure some time for students to focus on eating their lunch.
- When going through the food line, students are to be attentive to those serving. Be polite at all times.
- The students will only be allowed to go through the lunch line one time, no seconds on food.
- Sit at the table where your class has been assigned.
- Good table manners are to be used by all
- Talk only to those near you.
- Stay seated unless you are putting your dishes in the correct area after you are done eating.

- Do not touch anyone else's food. Keep your hands to yourself.
- When you are finished eating and have put your dishes away, remain seated until you have been excused.
- Students eating a lunch from home are not allowed to take food from the Hot Lunch Program.

PLAYGROUND RULES

Playground rules consist of but are not limited to the following;

- Food is not allowed on the playground.
- Reasonable and safe play on the playground is a must. No tackling, pushing, or climbing on top of the equipment and picnic tables.
- Children wishing to bring toys should have them approved by their classroom teacher. It is recommended that toys from home be left at home, unless prior approval has been given. Toys brought from home are the responsibility of the children bringing them to school.
- Anyone wishing to enter the building, once outside, must ask the person on outside duty.
- No throwing snowballs or ice chunks.
- Stay away from standing water.
- Respect for teachers, students, and the playground supervisors is a must.
- No playing with the wood chips. They are for safety reasons and not to be dug up or thrown.
- When recess is over students must line up and enter the building quietly and orderly.
- Playground equipment shall be used appropriately and with its intended purpose in mind. Students may not climb on top of the slide, tunnel, monkey bars, tables, or any areas that may be hazardous.

BEHAVIOR EXPECTATIONS

- Students are expected to follow school/classroom rules and routines (following Conscious Discipline guidelines).
- Students and any adults in the building are expected to assist in keeping our school a safe environment conducive to learning at all times.
- Any persons that are disruptive to the safety of others in the school or to the learning environment may be asked to leave the area, up to and including the building.
- Behavioral issues will be addressed via the classroom teacher and principal. Students who require intervention to assist in the learning process will work with the classroom teacher, principal and parents/guardians to establish appropriate behavioral protocols. Behavioral protocols will remain confidential and only shared with the necessary staff. Copies of the protocols will also be shared with parents/guardians with a timeline for review.

SCRIP - AN EASY WAY TO REDUCE YOUR TUITION

Use Scrip gift cards / [Escrip](#) when buying gas, groceries, and gifts. We will deduct 2% of your total scrip purchases each year off your family's school or RE 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 and at church after all weekend masses. Any credit a family has earned is non transferable due to leaving MPB School or MPB's Faith Formation program. All tuition credits must be recorded at the time of Scrip purchase.

SPECIAL NEEDS SERVICES (New London School District)

In striving to meet the educational needs of all students, MPB recognizes that some students are in need of extra assistance to help them reach their fullest educational potential. Teachers who believe that a child could benefit from special education services may contact parents to gain their input about pursuing an educational evaluation for special services. Parents may also request that their child be evaluated for special services. Parents are involved at every point in the process and all placement and programming decisions are made with parents' consent. The goal at MPB is to help our students reach their greatest education potential.

STANDARDIZED TESTING

Students in grades K through 6th 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 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.

SUBSTITUTE TEACHER

A substitute teacher will be called when the classroom teacher is not available due to illness, personal leave, or attending a conference or seminar.

SUSPENSIONS/EXPULSIONS

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.

For a more detailed explanation of suspensions and expulsions, see Appendix B.

SUPERVISION OF STUDENTS

Staff is responsible for children from 7:50 a.m. until the last bus leaves school. We would appreciate if the parents of children that live in town and walk to school make sure that their children arrive at school prior to 8:00a.m (between 7:50 am and 8 am).

During noon recess a staff member or a volunteer parent will supervise the children.

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.

TRANSFER

When transferring to another school, records will be issued upon receipt of a written request from the new school.

TUITION

Tuition for this school year is:

3 Year Old Preschool: \$575.00 for two days, \$878 for 3 days

4 Year Old Kindergarten: \$900.00 in parish and \$1150.00 out of parish

5K – 6th Grade: \$1500.00 in parish and \$1700.00 out of 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:

- \$100 fundraising 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.

VISITORS

All persons entering Most Precious Blood School must check in **and put on visitor pass**, at the office prior to going down to a classroom or workstation, this is done for the safety of our students and staff. We welcome you to our school, yet we also must provide required security to keep the building protected. 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. Do not go and wait outside your child's classroom.

VOLUNTEERS and VIRTUS

The Diocese of Green Bay is committed to creating, providing and maintain safe environments in all its parishes, schools, and other institutions so that all persons, especially children, youth and individuals at risk, will be protected as far as possible from all harm including physical and sexual abuse. **ALL** volunteers, employees, priests, deacons, and other ministers who may or may not have regular contact with children, and volunteers who have regular contact with children are required to complete the **VIRTUS** Adult Awareness Training Session. **To volunteer or chaperone at Most Precious Blood Catholic School, adults and young adults alike MUST attend the VIRTUS training session and complete a background check.** Training sessions for Protecting God's Children Adult Awareness Sessions are offered throughout the year all around the Diocese of Green Bay. Go to www.virtusonline.org or call the school office to find when and where classes are offered.

WEBSITE

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

WELLNESS POLICY

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 Total Board of Catholic Education has reviewed the specifics within the wellness policy and approved it at their June 25th 2012 meeting.

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 this policies regulations. To see the complete wellness policy, see **APPENDIX C**.

Anti Bullying Policy: approved April 2012 Most Precious Blood Total Board of Education

Most Precious Blood Catholic Community strives to provide a safe, secure, and respectful learning environment for all students in the school building, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. Most Precious Blood Catholic Community will consistently and vigorously address bullying issues so that there is no disruption to the learning environment and learning process. In order to maintain high academic standards and promote healthy relationships, acts of bullying and/or harassment will not be tolerated.

Definition

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

Bullying behavior can be:

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

Prohibition

Bullying behavior is prohibited in school, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school/religious education. This includes public transportation regularly used by students to go to or home from school. Educational environments include, but are not limited to, every activity under school/religious education supervision.

Procedure for Reporting/Retaliation

All school and parish staff members who observe or become aware of acts of bullying are required to report these acts to the school or religious education administrator. Any other person, including a student who is either a victim of the bullying or any other concerned individual is encouraged to report the conduct to a teacher or nearest staff member.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

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

Procedure for investigating reports of bullying

The school or religious education administrator will conduct an investigation of the bullying report. The investigation may include interviewing the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying may be notified prior to the conclusion of the investigation.

Most Precious Blood Catholic Community shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

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

Disclosure

This policy will be distributed annually to all students enrolled in Most Precious Blood Catholic School, Most Precious Blood Religious Education, their parents and/or guardians and employees and religious education volunteer teachers through the school and religious education handbooks.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Teasing and Harassment –Harassment will not be tolerated. Substantiated cases of harassment will be dealt with according to Diocesan Board of Education Policy # 4116.1.

DIOCESAN BOARD OF EDUCATION POLICY D/B Code 4116.1

I. POLICY ON HARASSMENT

A. It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment.

B. It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student through conduct or communications as defined in Section II below.

C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, State and Federal laws and Board policy and procedures governing harassment within his or her educational program or office.

D. Violations of this policy or procedure will be cause for disciplinary action.

II. DEFINITION OF HARASSMENT

A. Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination and, as such, violates civil law and the policies of the Diocesan Board of Total Catholic Education.

B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates, and that:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- 2) has the purpose or effect of unreasonably interfering with an individual's performance;
- 3) has otherwise adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to, the following:

- 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts,
- 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.

C. The standards for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's circumstances, i.e. would a similar person in the same situation, have a similar reaction. It is not necessary to make a showing that the victim was psychologically harmed.

D. Prevention is the best tool for the elimination of harassment. An educational program governed by the Diocesan Board of Total Catholic Education has an affirmative duty to maintain an environment free of harassment. Harassing conduct may be challenged even if the complaining person is not specifically the intended target of the conduct.

III. PROCEDURES

A. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Total Catholic Education may complain directly to his or her teacher, immediate supervisor, principal, administrator, pastor or the Director of Total Catholic Education (or designee) for the Diocese of Green Bay. The filing of a grievance or otherwise reporting of harassment will not reflect upon the individual's status, nor will it affect future school, employment, or work assignments. Retaliation against a complainant is strictly prohibited.

B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

A. A substantiated charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.

B. A substantiated charge against a student in any educational program governed by the Diocesan Board of Total Catholic Education shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

C. Any employee, volunteer or student who knowingly and intentionally files a false complaint of harassment against another employee, volunteer or student will be subject to immediate and severe disciplinary action.

SUSPENSION AND EXPULSION OF STUDENTS

GB Diocese #5090 9/1/2011

It is the policy of the Diocese of Green Bay to have a policy and procedure for situations when it is necessary to expel a student from school or a religious education program.

It is the purpose of this policy to ensure adequate safeguards when a student's behavior seriously disrupts the educational program and /or has the potential to cause physical or psychological harm to other students, staff members or themselves.

It is the responsibility of the administrator to enforce this policy.

PROCEDURE

- A. The administrator will notify the Diocesan Office of Education in all instances where expulsion is contemplated.
- B. In the case of a parish-based school the pastor/parish director needs to be consulted prior to expulsion.
- C. Before expulsion the student shall be suspended from school while the administrator investigates and makes a written record of the events and circumstances that give rise to the expulsion.
- D. The student and the student's parents shall be advised in writing concerning the basis for the expulsion.
- E. Prior to making a final decision concerning expulsion, the administrator shall meet with the parents and the student or in the alternative, offer the student and parent an opportunity to provide a written response.
- F. The school shall establish a review procedure that involves the pastor/parish director or in the case of systems, the system president.
- G. Prior to giving a decision on the expulsion, the administrator may give the student an opportunity to withdraw, with the written agreement that they will not reapply to the school, or school system, for a minimum of one year without incident.

WELLNESS POLICY

Approved by the Total Board of Catholic Education June 2012

(Revised August 2019)

In keeping with our mission to educate the whole person - mind, body, and soul, - following the life and teachings of Jesus Christ and the Catholic Church, we are complying with the following wellness criteria. We know that while our school's primary mission is educating children, children cannot learn effectively without the foundations of health and safety.

Most Precious Blood Catholic School**Local Wellness Policy****Goals**

In order to create and maintain an environment which supports and teaches healthy eating habits as well as physical activity, the meal program(s), physical education, and health curricula will work together to meet the following goals:

Physical and Nutrition Education Goals

- Students in 3K through grade 6 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- School faculty and staff will collaborate on school nutrition education.
- Nutrition education will be integrated into all areas of the curriculum.
- Staff development will be provided in nutrition education.
- Schools are encouraged to enroll as Team Nutrition Schools.
- School will conduct nutrition education activities and promotions that involve parents, students, and the community.

Physical Activity Goals

- Students in 3K through grade 6 will be given opportunities for physical education classes, daily recess periods for students, and the integration of physical activity into the academic curriculum.
- The school will provide a quality physical education program that helps develop the knowledge, attitudes, skills, behaviors, and confidence needed to be physically active.
- The school will work with the community to create ways for students to walk, bike, rollerblade, or skateboard safely to and from school.
- The school will provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.
- Parents and guardians are encouraged to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- The school will work towards ensuring that the physical education teacher is state certified.

School-Based Activities Designed to Promote Student Health and Wellness Goals**Dining Environment**

- The school will provide a clean, safe, enjoyable meal environment where students will have adequate time to eat.
- The school will provide enough space and serving areas to ensure students have access to school meals with minimum wait time.
- Students are encouraged to participate in school meal programs.
- Lunch will be scheduled as near to the middle of the school day as possible.
- The school will attempt to schedule recess for students before lunch so that children will come to lunch less distracted and ready to eat.

Food and Physical Activity as a Reward or a Deterrent

- Food as reward is discouraged; however, food that is used as a reward should be nutritional.
- Physical activity is not to be used as a deterrent/punishment.

- Sufficient nutrition and ample physical activity should be provided daily; denying student access to nutrition, recess, or other physical activities is strongly discouraged.

Consistent School Activities and Environment

- Fundraising efforts should support healthy eating.
- Food service personnel shall remain current on nutritional issues.
- Efforts will be made to keep physical activity facilities available for use outside school hours.
- Parents, school staff, students, and community members are encouraged to serve as role models in practicing healthy eating and physical activities.
- Students will have access to drinking water throughout the school day.
- The school will adhere to the following nutrition guidelines:

Nutrition Practices

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment.

Food, Beverages

All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 (www.fns.usda.gov/sites/default/files/dietaryspecs.pdf).

- They are from the five major food groups of the Food Guide Pyramid
- They are working toward reducing trans-fat/hydrogenated, saturated fats, and sugar content.
- They are nutritionally dense foods.
- Food and/or beverages offered at school functions outside of the school day should include healthy alternatives.
 - This includes, but is not limited to: a la carte sales, vending machines, snack bars, school stores, concession stands, and any foods or beverages served at parties, celebrations, and school meetings.
- All food and beverages sold outside of the school meal programs shall meet the standards established in USDA's Nutrition Standards for All Foods in Schools (Smart Snacks) rule.
- The school encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

Fundraising

All fundraising products for sale and consumption within and prior to the instructional day will be expected to follow the Diocesan Nutrition Standards when determining the items being sold. Items that are sold that do not meet the Diocesan Nutrition Standards may be acceptable for student consumption within moderation and on an intermittent basis.

Marketing

School will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

Diocesan Nutritional Standards

The school will follow the guidelines as outlined by the USDA in the National School Lunch Program and / or the Dietary Guidelines for Americans 2005 available through the U.S. Department of Health and Human Services, U.S. Department of Agriculture at <https://www.cnpp.usda.gov/dietary-guidelines>

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

Food:

- Encourage the consumption of nutrient dense foods, ie. whole grains, fresh fruits, and vegetables.

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat and no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” cholesterol and maintain “good: HDL cholesterol.

Beverages:

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

Candy:

- Candy is defined as any item that has sugar (including brown sugar, corn sweeteners, corn syrup, fructose, glucose (dextrose), high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose),syrup) listed as one of the first two ingredients and is not nutrient dense.

Revised: August 2019

SUBJECT: Admissions -- PS, SS, RE

NUMBER: 5005

Approved and Adopted by the Total Board of Education: 01-19-2017

I. POLICY

In accordance with the Diocese of Green Bay, it is the policy of Most Precious Blood School that, when classroom space is available, parent(s) or guardian(s) accept the premise that Catholic religious formation is our primary purpose.

Students of appropriate age and qualifications are admitted to our schools and religious education programs, following proper admission procedures. There will be no bias to national origin; ethnicity, religion; gender; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

II. PURPOSE

It is the purpose of this policy to allow students to have fair access to our Catholic school and religious education programs, at an age and/or qualification level where they have the ability to succeed, along with the support of parents/guardians for the Catholic teaching and environment which we offer.

III. RESPONSIBILITY

It is the responsibility of the administrator to ensure that clear admissions protocols are in place and followed in the case of each and every program admission. It is the responsibility of all faculty, staff and volunteers to alert the administrator should a discrepancy to a policy be found.

IV. PROCEDURE

- A. The administrator of each Catholic school/system and religious education program under the direction of the Diocese of Green Bay shall have in place admissions protocols which set age and/or qualification levels, for any educational prerequisites and other qualifications and procedures for entry into each grade level program.
- B. Before admission is approved, all appropriate procedures, including submission of required forms, will be followed.
- C. Because of limitations in resources, individual schools, school systems, and religious education programs, within the Diocese of Green Bay, may not be able to accommodate all students with special needs.
- D. Admission of an applicant shall require communication between the administrators of the prior and admitting school or parish faith formation program, plus appropriate documentation including official transcript and, as needed, an interview with parents/guardians.
- E. With all other factors being equal between two candidates for admission, if space is limited to just one candidate, preference shall be given to: a candidate from the local Catholic parish who has or had one or more siblings in a program one who is Catholic from the local parish a Catholic from another parish a non-Catholic local resident
- F. Every attempt will be made to keep classes at a size which will be the most conducive to learning. Class sizes will be monitored and proposals for additional classes and additional staff will be brought to the education committee for consideration as needed.
- G. Homeschooled students requesting admission will work with the administrator to determine proper placement.
- H. Students transferring after the start of the school year will pay a prorated tuition.

SUBJECT: Grade Level Admission

Number: 2200

Approved and Adopted by the Total Board of Education: 01-19-2017

I. Policy

In accordance with Wisconsin State guidelines and local public school district policies, the cutoff for grade level admission is a birth date on or prior to September 1st (ie. A kindergarten student must be 5 by September 1st).

II. Purpose

It is the purpose of this policy to ensure that all students are academically ready for the grade they are entering based on their age and the age of the peers in the respective grade the child is entering.

III. Responsibility

It is the responsibility of the administrator to ensure that students follow the grade level policy along with the exception procedures.

IV. Procedure

- A. An exception to the age admission entry date may be sought and granted via the procedures established by the New London Public School District . (New London School District policy #421).
<http://www.newlondon.k12.wi.us/policies/421.pd>

DISCLAIMER / ACKNOWLEDGEMENT OF RECEIPT OF THE 2019-2020 HANDBOOK (Policies and Procedures)

This handbook does not cover all Most Precious Blood 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 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 School 2019-2020 Handbook (Policies and Procedures).

****Please note changes made for the 2019-2020 school year are highlighted in green.

***Note highlighted items for reminders.

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.**