



St. Victor School
Parent/Student Handbook
2018-2019

St. Victor School Mission

Nurturing a faith-filled Catholic environment for spiritual and educational growth.

St. Victor School Vision

Bringing students and families to Christ and our parish.

St. Victor School Core Values

Evangelization

Community

Formation

Compassion

St. Victor School Philosophy

The personal development of each child takes place in an atmosphere of respect and trust which enables the child to progress toward a meaningful, responsible and fulfilling life.

SPIRITUAL DEVELOPMENT of each child takes place through the use of a sequentially planned religious studies program. Planning and participating in weekly liturgies and other prayer opportunities provide the academic and spiritual bonding needed as a faith community to further the students' awareness of their personal and social responsibilities.

INTELLECTUAL DEVELOPMENT of each child is fostered in the elementary grades with emphasis on the basic skills. These skills are developed through a variety of methods, which meet the child's level of achievement in preparation for the higher-level thinking and decision-making skills needed for life.

SOCIAL DEVELOPMENT of each child evolves as the child learns to respect self and others, and to accept the obligations of being a member of his/her family, school, church and larger societies.

PHYSICAL DEVELOPMENT of each child is pursued through teaching acceptance of the human body as a gift from God, imposing responsibilities for care and reverence towards all of God's creation.

2018-2019 SCHOOL STAFF

Pastor.....	Monsignor Larry Bakke larryb@stclaregreencounty.org
Principal.....	Mr. Joe Peters joepeters@stvictormonroe.org
Four-Year-Old Kindergarten.....	Mrs. Debbi Sabatke 4k@stvictormonroe.org
Kindergarten.....	Mrs. Molly Minogue kindergarten@stvictormonroe.org
1 st Grade.....	Mrs. Gwen Shaker 1stgrade@stvictormonroe.org
2 nd Grade.....	Mrs. Janet Shuda 2ndgrade@stvictormonroe.org
3 rd Grade.....	Mrs. Audrey Caldwell 3rdgrade@stvictormonroe.org
4 th Grade.....	Mrs. Andrea Waski 4thgrade@stvictormonroe.org
5 th Grade.....	Mrs. Brittany Klitzke 5thgrade@stvictormonroe.org
Physical Education.....	Mr. David Gissing phyed@stvictormonroe.org
Music.....	Ms. Cindy Blanc music@stvictormonroe.org
Art.....	Mrs. Nikki Cooper art@stvictormonroe.org
Librarian.....	Mrs. Michele Wilson library@stvictormonroe.org
School Secretary.....	Mrs. Jenni Coplien jennic@stvictormonroe.org
Educational Assistant.....	Mrs. Dolly Schluesche dollys@stvictormonroe.org
Spanish.....	Mrs. Faviola Larraga flarraga@svictormonroe.org
Academic Support.....	Mrs. Sherry Booth titleone@stvictormonroe.org
Technology.....	Mrs. Amy Lewis web@stvictormonroe.org
Kitchen Staff.....	Mrs. Pat Sleiter Mrs. Carolyn Hyland
Director of Maintenance.....	Mr. Jim Riddle jimr@stclaregreencounty.org
Custodian.....	Mr. Jan Miller

SAINT VICTOR SCHOOL

PARENTS ROLE IN EDUCATION

A Catholic School Parent's Code of Conduct:

As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask St. Victor Catholic School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness...

- I will ensure that we pray daily as a family and attend Mass as a family on weekends.
- I will have my child in school on time every day with the necessary school supplies and appropriate dress.
- I will monitor my child's telephone, computer, and television use, as well as movies and magazines my child views or sees.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless what I may think of their actions or say to them in private.
- I will never lie to the pastor, the principal, or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will go through the proper channels when I have a problem.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same even when I may disagree.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at St. Victor Catholic School.
- I will not use social media (including, but not limited to internet networking sites such as Facebook, Twitter, LinkedIn, Snapchat, GooglePlus, Instagram, Pinterest, and the like) to cast students, their families, St. Victor Catholic School or its staff, or St. Clare of Assisi Parish or its staff in a negative light.

With the example of the Holy Family and the help of God, I will abide by this code of conduct while my child is enrolled at St. Victor Catholic School.

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, and a loving respect for the rights of all persons is encouraged. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

SCHOOL DAY **(students in grades K-5th)**

School begins at 8:10 and dismisses at 3:10.

- Parents are asked not to drop off their children before 7:45, as there is no adult supervision before this time.
- The first bell will ring at 8:03, which is when students will line up and come into school.
- At 8:10 the tardy bell will ring. If your child is not in their classroom ready to begin the day at that time, they will be considered tardy.
- A note will go home to inform you they are tardy. Five tardies in a quarter and your child will receive a detention. Please refer to the definition of excused and unexcused tardy located below.
- Students must be picked up by no later than 3:10. There will be no adult supervision after that time.

School Day for 4K

- AM session begins at 8:10 and ends at 11:10 AM. The PM session begins at 12:10 and ends at 3:10 PM.
- Adult supervision for the 4K program will begin at 7:45 and 11:45. When your child arrives at school we ask that they come right into the classroom.
- If your child is not going to be at school, we ask that you call the school office as well as Lamer's Bus Service (if your child is transported by the bus) 329-7788.

TARDY POLICY

Excused Tardy:

- When parent or guardian makes a call to inform the office BEFORE 8:10 AM that their child is going to be late.
- On report card TARDY is still marked since student was not in place when the school day began.
- Possible EXCUSED TARDY reasons, but not limited to:
 - Car trouble
 - Doctor's appointment
 - Medical reason

Unexcused Tardy:

- When child is late and parent did not make a call to the office BEFORE 8:10 AM to inform them that their child was going to be late.

- For every 5 unexcused tardies in a quarter, the student will serve a detention after school.
- On report card TARDY is marked since student was not in place when the school day began.

****Stopping by the office while the bell is ringing to tell the office your child is late is not the proper way to excuse your child for being tardy.

SCHOOL CANCELLATION PROCEDURE

If school is going to be called off in the morning due to inclement weather, please listen to WEKZ radio (1260 AM, and 93.7 FM). Any such announcements concerning the Monroe Public Schools will also apply to St. Victor School. The ALERT NOW system will notify families of changes in schedule due to weather. This will come as either an email, phone call or both from the School District of Monroe. When inclement weather necessitates a change in the school schedule, an announcement in this regard will be given over the local WEKZ radio station, (1260 AM and 93.7FM). Any such announcements concerning the Monroe Public Schools will also apply to St. Victor School. *If there is a late start, there is no 4K AM class.*

The ALERT NOW system can only be effective if your information is completely up to date (this includes cell phone/home phone/email).

For you to receive information from the School District of Monroe through their Alert System (this is the system that notifies you of weather related delays or cancellations) you need to fill out the request for information that was sent to you from the School District of Monroe. I encourage you to take time to fill this out so that you can be kept up to date on all this information. We do have the capacity to make St. Victor School only announcements through this Alert system, but only if you fill out this information from the School District. Thank you.

ATTENDANCE

Absence due to Illness:

When a child will not be attending school due to illness or any other reason, **a call must be made to the school office by 8:30 a.m.** If parents desire schoolwork to be sent home for their child, such arrangements may be made either through the classroom teacher or through the school office. When a child is ill with a communicable disease, it is the parent's responsibility to report this information to the school.

Absence for Reasons Other than Illness:

In order for each child to receive the full benefit of his/her education at St. Victor School, it is important that every opportunity be given to receive all aspects of daily instruction. Therefore, absences for reasons other than medical or dental appointments are highly discouraged. Whenever possible, medical and dental appointments are to be scheduled after school or on non-school days. It is certainly recognized that rare opportunities and unforeseen circumstances arise that may necessitate student absence. If such absences do occur, it is the duty of the parent to give the school **written notification 2 weeks prior** to the absence and to insure that the student is instructed in, and has full working knowledge of all materials covered during the absence. The school places no responsibility in this matter on the teacher.

Homework due to Vacations/Planned Absences

- The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during those times to eliminate the need to interrupt

a child's learning process. While providing assignments to the child may be appropriate in some instances, it still does not replace the time, activities and instruction they may have missed.

- It is up to individual teacher discretion whether or not work is given prior to a vacation based on what is best for each individual student.
- If a teacher provides assignments ahead of time, they are due the first day the student returns back to school.
- If a student receives their work upon return, the student has the number of days they were gone to complete any missing work (not to exceed five days).
- Please realize that when an absence occurs the student may have to miss recess, lose special class time, or spend time before/after school to make sure concepts are mastered.

Sick Policy

- The St. Victor School sick policy is set in place to PROTECT the overall health of all of the children and families in our school. If you bring your child to school sick, you risk infecting not only the teachers but also the other children in our school, as well as their family.
- If a child is brought ill or becomes ill at school, and has to leave due to illness, we will call the parents to pick up the child as soon as possible. Symptoms that would warrant a call would include, but are not limited to:
 - 1) A Fever over 100.9F on the ear thermometer, under the arm, or oral (will need to see Dr. to make sure child doesn't have an ear infection or strep throat or other contagious flu/cold).
 - 2) Any type of Rash or questionable Bumps, and/or red Spots (need to go to Dr. to determine which rash child has and proper quarantine time to prevent spread of infection).
 - 3) Green/Yellow/Brown Mucus coming out of the nose, mouth, or eyes (will need 24 hrs. of antibiotic for nose/mouth or 24 hrs. of antibiotic eye drops for conjunctivitis/pink eye drainage before return to school).
 - 4) Uncontrollable Coughing with or without Congestion (will need appropriate asthma meds or cough syrup to make the coughing stop).
 - 5) Loose stool or Diarrhea more than once in a day (will not be allowed back to school until they have gone 24 hrs. without diarrhea).
 - 6) Vomiting or stomach flu of any kind (will not be allowed back to school until they have gone 24 hrs. without vomiting).

Please do not bring your child to school if they exhibit any of these symptoms.

- If you bring your child with these symptoms, they will be turned away at the front door, or called shortly thereafter, and you will be asked to keep your child home until the symptoms are no longer present.
- Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

- Thank you for protecting our staff and other children by keeping your sick child home.

If your child is sent home during the day due to sickness, they are not permitted to attend any extra-curricular activities.

ENTERING AND LEAVING THE BUILDING

When it is necessary for a child to leave the building during the course of a school day for reasons such as medical or dental appointments: **It is required that the office make face to face contact with the person picking the child up. Please make sure the office is aware who will be picking the child up (parent, grandparent, babysitter etc.) The child needs to report to the office prior to and upon return.** This is our way of ensuring that your child has left the building with the proper person. This is very important to the well-being and safety of our children. It is expected that there be full and complete cooperation in this procedure.

Drop Off and After School ‘Pick Up’ Policy

If your child is not following their usual after school procedure (bus, bike, walk, etc.) or if someone other than the usual person is picking your child up from school, **please notify the school office.** We need your cooperation to provide for the safety of your children.

*There are diagrams located in the back of this handbook that illustrate the drop off and pick up procedures.

Access to the Building

The school building and office are open from 7:45 a.m. until 3:30 p.m. There is a buzzer located outside the school. This will allow you to enter the building once the office gives you permission. When you come into school, please check into the office.

COMMUNICATIONS

A “**Family Envelope**” system is used to provide weekly communication between the school and the home. **This “envelope” will come in two different ways: electronically or “hard copy”.** **To gain access to the electronic copy you can visit the school website:**

www.stclaregreencounty.org. Parents return them to school within two days. Any returns or communication to school can be made via the family envelope, but should be placed in properly identified envelopes. **The envelopes are not to be used to send nonschool related items, (i.e. birthday invitations, etc.)** Each classroom will have a “take-home or Friday Folder”. This will have important communications from the teacher as well as assignments to be completed.

The St. Victor School website (located at www.stclaregreencounty.org) contains information about school calendar, lunch menu, registration, tuition information, as well as the weekly newsletter.

St. Victor School Email Guidelines

Email can be an effective tool to increase communication, cooperation, and teamwork toward improving learning. St. Victor School provides an email account for each staff member and encourages the appropriate and regular use of email. The following guidelines are suggested to help facilitate communication.

Cooperative Spirit:

- Tone is often not portrayed well in an email and misunderstanding can take place. Please try to keep email correspondences fact-centered. Email must never be used to discuss contentious, emotional, or highly confidential issues.
- Any circumstance in which email might erode the cooperative spirit between teacher and parent must be avoided.

Timeliness:

- Staff members are asked to read their email messages before school and at the end of the day. They may be able to read their email at other times during the day depending on their schedule. If you choose to send an email message to a member of our staff, they are asked to respond within 24 hours during school hours.
- All emails received over the weekend will be read on Monday and staff members have 24 hours to respond. Likewise, emails received on Friday may not receive a response until Monday. Staff members are not required to check email outside of school hours. Please keep in mind that not all teachers work Monday through Friday and will read emails on their days at school.

Content:

- At St. Victor School, email is considered a complement to, rather than a replacement for, direct conferencing with parents. Your child’s academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation first or by scheduling a personal conference with your child's teacher. An email addressing the follow-up to these situations are then appropriate.
- Please send only non-vital messages by this medium. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
- Please remember that email is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Mass email to the staff and/or families must be approved by the principal before sending the email.

Responding to an email:

- Teachers have the right to determine how best to contact you after receiving an email: by phone, email, or to schedule a personal conference. A parent or guardian cannot demand that a staff member correspond via email. Likewise, a staff member cannot make email the only option for communicating to parents.

CONFIDENTIALITY

To make sure that students, staff and families feel comfortable, we all need to respect each other’s privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our St. Victor volunteer parents have earned over the years.

To help, here are some sample issues that can arise.

“Wasn’t it cute when John . . .”

No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

“How does Billy do in school...”

Many parents are tempted to ask volunteers about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. If parents do have concerns, encourage them to talk to the class teacher. Don’t ask! Don’t tell!

“Today in the hallway I overheard Mrs. Smith say...”

As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (hall, gym, lunchroom, playground) stays at school. If you have concerns about something you see or hear, please talk to the class teacher or principal if appropriate.

“I’m worried about Sue, she told me...”

If a student tells you something or you observe something that causes you concern, tell the classroom teacher/principal. These people are in the best position to deal with the issue appropriately.

CHILD ABUSE LAWS

St. Victor School abides by the Child Abuse laws of the State of Wisconsin. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

CELL PHONES

At no time should students have cell phones out of their backpacks during the school day. The school reserves the right to search anything brought on school property.

NONDISCRIMINATION

Saint Victor School admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. We do not discriminate on the basis or race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and any other school-administered programs.

BIRTHDAY PARTIES/AFTER SCHOOL EVENTS

- At **no time** should any birthday invitations be handed out at school, unless they are handed out to the entire class.
- It is important to promote a sense of community with our families and we encourage inclusion of all students in social activities.
- St. Victor School is aware that sometimes the entire class can not be invited to all events, but would encourage you to make plans in advance and which does not include pick up after the school day.

- **PLEASE** do not send your children with sleeping or overnight materials, birthday presents, and extracurricular toys to school. We feel this is an exclusionary activity that does not promote a sense of school community.
- St. Victor School cannot be liable if such items are stolen and/or damaged.
- After school plans should not be made after school the day of the planned event. It is important that all families know who is picking up and where each child is going after school. A note should accompany the child to inform the office that there are new plans for pick up after school.

Birthday Balloons and Flowers

It is strongly discouraged that deliveries of flowers or balloons be made to children while at school. This becomes a distraction to the learning environment.

*No floral or balloon deliveries will be accepted at school. The local florists are aware of this and will realize they will get turned away.

REGISTRATION PROCEDURES

New registrations are arranged through the school office. Students not able to be accepted in the initial enrollment will have their names placed on a waiting list to be notified in case of a vacancy.

St. Victor School Registration and Admission Policies

- Parents wishing to send their children to St. Victor shall register during spring at the times designated by St. Victor School. 4K students are to be at least 4 years old, Kindergarten students are to be 5 years old, and first graders are to be 6 years old by September 1 of the year they seek admission to school. St. Victor Educational Advisory Board policy recommends grade size limits as follows 16 for each ½ day 4K session and 25 for kindergarten through fifth grade.

Exceptions may be made to raise or lower the above limits at the discretion of St. Victor School.

- St. Victor School does not discriminate on the basis of race, color, or gender.
- New students may be screened before admission is finalized. Usually, St. Victor School will abide by the decision of the school from which the student is transferring in terms of grade placement.
- St. Victor School does not have the facilities or personnel to service students with exceptional education needs. The recommendation of the previous school or the results of a formal evaluation will be the basis for determining exceptional education needs.
- Registration for the upcoming school year shall take place during three registration periods until all seats for a particular class are filled. The three registration periods are as follows:
 - a) The first registration period is for all families, parents, and legal guardians of children who are currently enrolled at St. Victor School, or who have previously attended St. Victor School. This first registration period shall run from January 1 – January 31.
 - b) The second registration period is for all families, parents, and legal guardians who are registered members of St. Victor Parish or other Catholic parishes. This second registration period shall run from February 1 – February 28 (February 29 in a leap-year).

- c) The third registration period is for all other families, parents, and legal guardians wishing to send their child to St. Victor School for the upcoming year. This third registration period shall run from March 1 – March 31.
- All applications will be subject to an initial screening. Decisions upon applications received during an application period shall be made at the close of that application period.
- In the event there are more applicants during an application period than open seats, then applications within that period will be accepted according to the following priority:
 - a) The family, parent, or legal guardian already has at least one child attending St. Victor School, 4K through 5th grade.
 - b) The family, parent, or legal guardian is a registered member of St. Victor Parish.
 - c) The family, parent, or legal guardian is a registered member of any Catholic parish other than St. Victor.
 - d) The family, parent, or legal guardian is not Catholic.
- Waiting lists, if necessary, shall also be compiled according to the above priority factors.
- The final tiebreaker, if necessary, shall be application date. In that event, the earlier application shall receive preference.
- If there are any open seats remaining after completion of the third registration period, those seats will be filled on a first-come, first-served basis after April 1.

Change of Address, Cell Phone or Email

Any change of address, cell phone or email should be reported to the school office immediately.

Tuition

- That commitment is for each individual family to consider its own resources and obligations against the actual cost of currently educating a child in St. Victor School, and then prioritize their disbursements of income to include the best possible contribution to their child's Catholic education.

The FLEXIBLE TUITION PLAN is also an opportunity for equity in families of both lesser and greater incomes. Everyone is trusted to give what their own faith commitment calls forth for them, considering the actual cost of educating a child for a year. Income and family obligations will greatly affect the amount that a family can commit to pay in school tuition. It is the family itself who makes this decision, no one else. There is none, and never will be, any personal disclosure of income. No child will be refused a Catholic education because of money.

- Parents are expected to meet the financial obligations they have agreed to on the annual flexible tuition commitment form. If it becomes necessary to re-negotiate the agreement because of financial difficulties, this should be done immediately by contacting the school principal. **All tuition payments must be made in order to be eligible for registration during the next school year.**

- It is the hope of St. Victor's Education Advisory Board that families will welcome this very individual and challenging way they are being called to keep St. Victor a Catholic School of excellence in Catholic formation and intellectual development.

DRESS CODE

At St. Victor School we strive to provide an atmosphere that promotes a positive, caring, learning environment. We want our students to feel mentally and physically comfortable while attending school. This dress code is in place to establish a safe environment, both while at school and when representing our school in public. It is also in place to provide a positive sense of community, and to encourage students to have a sense of pride in how they look and behave.

St. Victor School Uniform:

- Students are required to wear a St. Victor School Uniform, which will consist of the following:
 - St. Victor Royal Blue Polo Shirt
 - Khaki, Navy Blue or Black Pants
 - Khaki, Navy Blue or Black walking length shorts
 - Khaki, Navy Blue or Black Skort or Skirt
 (Bottoms are not to be of denim, mesh, fleece, athletic or TIGHT FITTING)
- The Polo Shirt is available through the office. It can be purchased during registration time in August.
- The St. Victor School uniform MUST be worn on the following days:
 - Every Thursday during liturgy
 - (Students may change after liturgy due to Art class being scheduled on that day)
 - All Field Trips
 - Any other special day as determined by administration and staff
- The purpose of the St. Victor School uniform is to provide a sense of community while attending either liturgy or a field trip. During field trips it also provides for a safe environment, as students will be easily recognizable. It also gives students a sense of pride in their school and community. Weekly liturgy is a special time for our students by wearing this special uniform; students will realize the importance of being part of St. Victor School.

St. Victor School Dress Code: For 2018-19 School Year

Clothing requirements when the St. Victor School Uniform is not required is as follows:

Shorts/Pants/Skirts:

- Shorts may be worn all year long.
- **Shorts are to be of walking length (the hem of the shorts or skirt needs to be no shorter than the tips of your fingers when your arms are hanging straight down from your side).**
- Bike pants, spandex, **yoga pants, running tights, leggings, stretch pants, or any other tight fitting pants (as determined by administration and teaching staff)** and cut off bottoms are not permitted.

(unless a skirt or pair of shorts of the appropriate length are worn over them)

- Ripped, torn, frayed, ragged jeans/pants are not permitted.

Tops:

- T-shirts are allowed, but “attitude” t-shirts are not permitted. These shirts are counter cultural to our mission and can be a distraction during the school day.
 - Examples of “attitude” t-shirts are the following:
 - “I see Old People”
 - “Sister for Sale”
 - “Quit Crying it is only the first Inning”, and so on.
- T-shirts with violent graphics on them are also not permitted. This would include skulls, violent words or phrases, etc.
- T-shirts that advertise inappropriate products are also not permitted.
- **No sleeveless or bare midriff tops are permitted (stomach and shoulders need to be covered). Exceptions can be made for some situations such as school concerts or graduation as determined by administration.**
- If a parent chooses to dress their child in a top that is sleeveless a sweater, jacket, or shawl needs to cover their shoulders and/or bare midriff **and remain on during the entire school day.**

Other Dress Items:

- Socks must be worn at all times, even with sandals.
- Skate shoes are not permitted.
- If sandals/clogs are to be worn, they are required to have a back strap on them for safety purposes.
- No sandals will be worn during physical education class. If a child does not have appropriate footwear they will sit out the day’s class.
- Hats, caps, visors and helmets are not to be worn in the building, unless it is a special occasion such as hat day.
- Earrings are to be of stud size only, no dangling earrings (for safety sake).
- No cosmetics, lip gloss, colored chapstick, or artificial nails may be worn. No visible tattoos of any kind.

Hair:

- Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, not worn on wrists. Extreme hair coloring, hair styles (i.e. mohawks) and bleaching is discouraged.

Procedures for out of dress code infractions:

- **First Infraction:** Note is sent home and appropriate clothing is provided. Clothing is returned washed the next day.
- **Second Infraction:** Parent is notified to bring appropriate dress to school.
- **Repeated dress code infractions will result in a parent conference.**

St. Victor School Uniform (to be worn on Thursday and any other Mass day, as well as field trips):

- St. Victor School Polo (to be ordered from Heartland Graphics)
- Blue, Black or Khaki pants, shorts or skirts **ONLY**

Parents are asked for their support, cooperation and help in the enforcement of our dress code. The above guidelines are not all inclusive and the final decision is at the discretion of the Principal. This code is not limited to the above list, and it is at the discretion of the principal.

DISCIPLINE PROCEDURES

The purpose of discipline is to:

- Produce order
- Teach respect for the rights of others
- Cultivate good character traits
- Give ample opportunity for the development of leadership
- Form the true Christian citizen
- Provide an atmosphere for intellectual activities.

The expectations of behavior are grounded in respect. Students and faculty should understand that one of the first obligations in a Catholic school is to respect the dignity of all members of the school community. Therefore, members of the school community (students, parents, and teachers) are expected to:

- Respect one another in word and action
- Respect each other's person by keeping hands and objects to oneself
- Respect school and each other's property
- Follow directions when given
- Use appropriate language at all times
- Maintain a quiet atmosphere for learning by using soft voices and conversational tone
- Maintain conduct becoming to a member of our Catholic Community
- Complete all assignments in the designated time
- Walk in good order, especially in common areas

GENERAL SCHOOL RULES

School rules can be summed up in the following motto:

St. Victor School Be the BEST for the WORLD!

- ✓ What would Jesus do?
- ✓ Others First
- ✓ Responsible and Respectful
- ✓ Look, Listen, and Learn
- ✓ Do the Right Thing (even when no one is looking)

What we expect every student at St. Victor School to do:

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class

7. Will respect all school and personal property
8. Will refrain from any deliberate disruption in the school
9. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
10. Will be present for all required activities unless officially excused
11. Will adhere to the dress code
12. Will not give or receive unauthorized assistance on tests, quizzes or assignments
13. Will be present for all required activities unless officially excused by the administration
14. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result
15. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school
16. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities
17. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of St. Victor Catholic School and St. Clare of Assisi Parish
18. All of the conduct expectations include student use of the Internet

The Youth Code of Conduct is in effect:

- While on school grounds
- While walking to and from school
- While students are being transported on buses
- During recess and the noon hour while on school property
- At events being held before and after school and during field trips, athletic events, dances, or any school event

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

St. Victor School is a PEACEFUL PLAYGROUND SCHOOL
and we believe and support the following:

We Value	FAIR PLAY
We Support	YOU CAN'T SAY, YOU CAN'T PLAY
We Use	WALK, TALK, ROCK
We Agree to	PLAY by the RULES
We Know	BULLIES ARE CRUEL and BYSTANDERS RULE

WE PLEDGE TO PROMOTE PEACE ON THE PLAYGROUND

Possible consequences for conduct unbecoming a Christian student at St. Victor School may include, but is not limited to:

For minor offenses determined by Teacher/Staff/Principal, such as:

Talking out of turn, being disrespectful, teasing, incomplete assignments, wasting of time:

- Verbal correction from teacher.
- Loss of classroom and recess privileges (see attached form).
- Time out from classroom activities.
- Note/call to parents.
- Apology notes to those people affected by the action.
- Sent to the office.
- Reflection Paper signed by parents and returned to school.

For more serious offenses as determined by the Teacher/Staff/Principal such as:

Fighting, swearing, cheating, lying, physical roughhousing continued disrespect of classmates or staff:

- Sent to office, parents called and note sent home for signature.
- After school detention, time to be determined by teacher/principal.
- Conference with parent/student/teacher/principal/others.
- Loss of field trip, class parties, graduation, and other privileges.
- In-school suspension.
- Out of school suspension.
- Expulsion.

Harassment:

- Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.
- We appreciate the support that you give to the teachers and staff of St. Victor when dealing with discipline issues. The above consequences are not a “complete” list of consequences but better yet an opportunity for students to see the results of their choices. Only when students, parents, and teachers are working together can we teach the children a sense of responsibility and self-discipline.
- The principal, in consultation with the pastor, is the final recourse in all-disciplinary matters. The above rules and consequences are not all inclusive and the principal may use his/her discretion for the appropriate measures to be taken in disciplinary matters.

WEAPONS POLICY
POLICY ON POSSESSION OR USE OF WEAPONS IN SCHOOL

Possession or use of a weapon, as defined below, on St. Victor School premises, in school-owned or contracted vehicles, before, during, or after school or at any school-sponsored activity is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school, or at any school-sponsored activity is subject to suspension and/or expulsion from school and may be reported to law enforcement authorities.

“Weapons” are defined as being any of the following:

- Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, toy guns, knuckles, razors, switchblades, all other types of knives (including pocket knives), chains, clubs, stars, chemical sprays, etc.
- Articles designed for other purposes, but which are used or intended to be used in such a manner so as to constitute a weapon. Examples include but are not limited to belts, combs, jewelry, pencils, files, compasses, aerosol sprays, scissors, etc.

EXCEPTIONS:

- If a student finds that he or she has inadvertently carried what could be considered a weapon onto school premises, at a school-sponsored activity, or in a school vehicle, the student is to immediately report the error to the school administration and turn in the item. This may, at the discretion of school administration, save the student from disciplinary action. The item will then be returned to the student’s parent or legal guardian.
- Permission may be given on a case-by-case basis at the discretion of school administration for possession of a weapon for instructional purposes by a non-student adult(s), provided that such authorization is granted at least 5 days in advance of the weapon being brought onto school premises.
- Law enforcement personnel, in the performance of their duties, are exempt from the provisions of this policy.

Legal Reference: Wisconsin State Statutes 948.605, 948.61

ST. VICTOR SCHOOL
ANTI-BULLYING POLICY

Legal Reference: WI Act 309 of 2009

Introduction:

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

Definition:

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

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- 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 St. Victor School, its property, and educational environments, including any property or vehicle owned, leased, or used by St. Victor School. Educational environments include but are not limited to every activity under school supervision.

Procedure for Reporting/Retaliation:

- All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school principal or pastor.
- Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school staff member, the principal, or the pastor.
- 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 official receiving a report of bullying shall immediately notify the principal or pastor. The principal, pastor, or their designee shall, within one school day, interview the persons reported to have been involved in the bullying incident(s) 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 will be notified prior to the conclusion of the investigation. St. Victor School 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 a student participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal and/or pastor, at their discretion, may take disciplinary action. This disciplinary action may include but is not limited to any or all of the following: parent and student meeting(s) with the pastor and the principal; a recommendation that the student and/or family undergo counseling; a written or verbal apology to the victim and the victim's family; suspension; expulsion; and/or referral to the law enforcement officials for possible legal action as appropriate. School staff will provide support for the identified victim(s).

Disclosure and Reporting:

- The policy will be distributed annually to all students enrolled in St. Victor School, their parents and/or guardians and employees. St. Victor School will also provide a copy of the policy to any person who requests it.
- 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.

STUDENT TECHNOLOGY POLICY

Introduction

Internet, network access and other technologies are available to students and staff at St. Victor School (SVS). The use of St. Victor School's computer network, the Internet, and other technologies (including, but not limited to: CleverTouch Board, digital cameras, portable devices and phone system), is a privilege, not a right, and inappropriate use may result in cancellation of these privileges. St. Victor School reserves the right to terminate, suspend, or otherwise limit access to the aforementioned privileges at any time. Such decisions are made by the pastor and the principal of the school and are final. St. Victor's reserves the right to inspect or review files for security purposes.

Computer/Network Policy General Computer Use

Users are responsible for appropriate behavior while using any of the computer resources at SVS. Computer administrators may need to review files to maintain system integrity and insure that users are using the computers responsibly. To that extent, users should not expect that their files will always be private. *The activities listed below are not permitted:*

- Taking or consuming food or beverage in the Computer Lab or by the laptop computers.
- Using offensive messages or pictures.
- Using someone else's password or attempting to retrieve their password.
- Using, harming or destroying the data or work of another user.
- Intentionally damaging hardware or software.
- Changing settings on the computer without appropriate permission. This includes such things as desktop appearance, printer set-up, screensavers, etc.
- Transferring files or software to or from a school computer without appropriate permission.

Internet Use

Transmission of any material in violation of any national or state regulation, statute or legislation is prohibited. This includes, but is not limited to: copyrighted material, trademarked material, material that violates unlawful use of computerized communication laws, or material protected by intellectual property laws.

*Access to the internet will enable users to conduct research and explore thousands of libraries, databases, and other information sources. Students' use of the Internet must be in support of education and research and consistent with the educational objectives of St. Victor School. Students will be allowed to use Web 2.0 tools, (blogs, wikis, podcasts, etc.), for educational purposes *only*. Use of these tools is to be under the direct supervision of a teacher. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet far exceed the disadvantages. **One of our primary goals at St. Victor School is to teach students to use the Internet in a responsible manner.** We strongly encourage that parents monitor their son or daughter's Internet use at home, not unlike the manner in which they monitor use of TV, video games, or telephone. For safety purposes, we truly feel that all family computers should be placed in an area where all family members can have access to it.*

In addition to the rules listed above for Computer/Network Use, when using the St. Victor School computer network to access the Internet, the activities listed below are not permitted:

- Viewing or sending offensive messages or pictures.
Harassing, insulting or attacking others.
- Intentionally harming computers, computer systems, or computer resources. This includes the creation and distribution of computer viruses.
- Students checking email without appropriate permission.
- Students accessing programs or web pages which do not pertain to the assignment or project at hand.

- Using the internet for commercial purposes, financial gain, or fraud.
- Plagiarism. Plagiarism refers to the taking of material created by others and presenting it as if it were one's own.
- Students accessing social networking sites such as "Facebook," and "YouTube" outside of the classroom assignment.

Network Etiquette

Network etiquette regards your behavior in the use of email, Internet, chatting, blogging, the phone and other St. Victor network resources. You are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Comply with all school rules regarding behavior and personal conduct. Be polite.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
- Do not reveal personal information or the personal information of another student. This information includes complete name, phone number, address, or identifiable photo.

Other Notes:

All students are reminded of the following information:

- Messages relating to or in support of illegal activities **are required** to be reported to the authorities.
- The equipment that offers and stores voicemail belongs to St. Victor. Therefore, access to and the use of St. Victor telephones should be in accordance with the previous guidelines.
- St. Victor School makes no warranties of any kind, whether expressed or implied, for the network service it is providing. St. Victor School will not be responsible for any damages you incur.

USAGE POLICY

Privacy

St. Victor may monitor and access the Network system, consistent with law and legitimate St. Victor business purposes, at any time without prior notice, including all files, messages, information, and data sent and received on the Network, and may lead to other discipline up to and including termination (employees) and expulsion (students). Each student or staff member who receives an account will abide under its restrictions, and are consenting to St. Victor monitoring of the Network. The St. Victor Technology Specialist may close an account at any time without prior notice for reasons related to security and maintenance, Policy violation concerns, or other legitimate business needs of St. Victor. The administration, faculty, and staff of St. Victor School may request the St. Victor Technology Specialist to deny, revoke, or suspend specific end-user accounts in accordance with Policy. St. Victor School assumes no responsibility for damage or loss of materials or time due to the improper use of St. Victor School's equipment. Users are encouraged to notify St. Victor School staff of equipment problems so that repairs or replacements of malfunctioning equipment may be made in a timely manner.

Copyright

All users will abide by federal copyright laws. Copyright violation occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software and music is protected by copyright and may not be copied without permission of the

copyright owner. *Users who willfully disregard copyright law are in violation of this policy, are doing so at their own risk, and assume all liability.*

Equipment Policy

It is St. Victor School's policy that the user and/or the user's department will be responsible for LOST, STOLEN, or DAMAGED equipment and media that has been scheduled for their use. Each group or employee must agree to the following terms: Users are fully responsible for proper care of equipment, including repair or replacement of SVS equipment damaged as a result of use. Users must provide adequate security and equipment is to be returned in the same condition as it was before usage.

Vandalism

Vandalism may result in the cancellation of privileges, and/or other discipline, up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy data of another end-user or organization, irresponsible behavior in and around this equipment, hacking and physical damage to any network component, or as otherwise defined by law. St. Victor reserves the right to recover its expenditures associated with a vandalism incident in accordance with Wisconsin laws and St. Victor Policy.

When equipment used on/off campus

If equipment is LOST, STOLEN, or DAMAGED the user and/or user's department will pay all replacement or repair costs.

Costs

The cost for replacing equipment is:

- Full replacement value of the equipment if LOST, STOLEN, or DAMAGED beyond repair.
- Full replacement value of such items as adapters, extension cords, carrying cases and all other accessories.
- Parts for items that St. Victor School staff is able to repair or parts and labor for those repairs done outside of St. Victor School.

It is recommended that you check with St. Victor School to determine if the department is willing to cover any potential costs or whether it will be your responsibility. If you have homeowner's insurance, that policy may cover part, or all, of the costs.

Consequences

Violations of any of the rules listed above will be handled in accordance with the St. Victor School Discipline Policy. In certain instances, consequences may include:

- Suspension from class
- Suspension from school
- Loss of computer network access and/or technology equipment usage.
- Replacement/Repair cost
- Legal action

Also, please be advised that users, or their parents or guardians, may be held financially responsible for the damage of technology equipment or for any unauthorized financial commitments made through the Internet.

STUDENT NETWORK AND INTERNET USE AGREEMENT

I confirm my understanding of the Technology Policy Agreement. Except as otherwise provided in the Technology Policy Agreement, I understand that I have no right to privacy when using the Network and consent to St. Victor access to all information on the Network. I further understand any violation of the Policy/Regulations above is unethical and may constitute a criminal offense. I agree all technology use will be consistent with St. Victor educational goals. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken (**disciplinary action could result in and up to expulsion**), and/or appropriate legal action. Therefore, I agree to manage my account(s), technology resources and Internet usage as described herein.

(By signing this handbook you agree to all parts of the technology plan)

I affirm that I am the legal parent or guardian of the above student according to the laws of the State of Wisconsin. In addition, I confirm his or her understanding of the above agreement. I have read and understand the Technology Policy Agreement. I understand that my child has no right to privacy when using the Network and on behalf of my child I consent to St. Victor access to all information on the Network. I understand network and Internet access is limited to educational goals and purposes. St. Victor School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for St. Victor to restrict access to all controversial materials. I will not hold St. Victor responsible for materials viewed and/or acquired on the network. Further, I accept full responsibility for the actions of my child. I understand inappropriate use of the technology equipment may result in revocation of usage and privileges or other discipline, up to and including expulsion. In this situation, I realize as the parent or guardian I am responsible to provide the resources necessary to complete homework and projects. I also realize I am responsible for my own and my child's actions regarding the home and/or offsite use of any resources provided by St. Victor. I hereby give permission to issue respective account(s) for my child and certify that the information contained on this form is correct.

REPORTING STUDENT PROGRESS

The reporting of student achievement and progress is a valuable part of the instructional program of a school. **St. Victor School is on a Trimester Schedule. This means that there will be report cards 3 times in a year (every 12 weeks). We will maintain the twice a year Parent Teacher Conference Schedule (October and February).**

This is accomplished in the following ways:

- “Meet the Teacher”, are held before school begins, and provides parents and teachers the opportunity to meet each other. Classroom goals and expectations are presented and special interests and needs of individual students can be discussed. All supplies for the school year should be brought that night.
- Memo/telephone calls/emails to parents informing them of significant achievement or problem areas regarding a student.
- All communications that are sent home must be signed and returned to school the next day.
- For students in grades 3,4,5 receiving a grade of N, mid-trimester reports are sent home.
- Parent-Teacher Conferences, held in October and February, provide a means for discussing student achievement and other matters of mutual concern.
(In addition to these set times, parents are welcome and encouraged to contact their child's teacher and special conferences can be arranged at a time mutually agreeable to parent and teacher.)
- St. Victor School has implemented a Standards Based Report Card. These standards come from the Diocese of Madison. These report cards will be sent home in the family envelopes on the following dates:
 - First Trimester Nov. 28
 - Second Trimester Mar. 6
 - Third Trimester June 5

Grading Scale

Each child at St. Victor School is given a grade on their report card that reflects their overall academic grade, their effort put forth, and the individual standards that were covered during that quarter or unit. The descriptors for those following areas are listed below. If you have questions about the grades that your child is receiving please contact their teacher.

Academic Descriptors:

- | | |
|------------------------------|--|
| E Exceptional | Student demonstrates complete understanding of the essential learning |
| G Good | Student demonstrates general understanding of the essential learning |
| S Satisfactory | Student demonstrates developing understanding of the essential learning |
| N - Needs Improvement | Student demonstrates minimal understanding of the essential learning |

Letter grade	Percent
E	100-97
G	96-83
S	82-77
N	76 and below

Effort Key

- 4 Exceptional** Is actively engaged in the learning process; asks questions; collaborates and participates in discussions; is cooperative in class and consistently uses class time effectively; always produces quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.
- 3 Good** Generally is actively engaged in the learning process; is cooperative in class and uses time effectively; care is taken to produce quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.
- 2 Variable** Inconsistently engaged in the learning process; occasionally may be uncooperative in class; occasionally uses time ineffectively; some pride is shown in work; has trouble meeting some deadlines and is missing a few
- 1 Rarely demonstrated** Rarely engaged in the learning process; often uncooperative in class and uses time ineffectively; little or no pride is apparent in work; missing many assignments; does not respect the right to teach and learn.

Standards Key

- ++ = Advanced** I am able to take the concept or idea beyond the classroom and apply it to new situations. I communicate my flexibility and depth of application to others. I know it so well I can help others learn it in a new way.
- + = Proficient** I know it, I understand, I can use it, I can apply it and I can recognize errors and correct them. I am consistently correct in my explanations and usage of the concept.
- / = Basic** I am making connections between the concepts and what I know, but I am inconsistent in using or applying the concept or idea. I make mistakes, but I cannot find them without assistance.
- = Minimal** I do not know how to use or apply the concept or idea I am learning. I have not made connections between the concept and what I already know.
- Blank =** Not evaluated at this time, or not yet ready for evaluation

Please note: If the standard area is blank the standard was not assessed during this quarter. All standards must be assessed at least once during the school year.

HOMEWORK/ASSIGNMENTS

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on each assignment. If a problem arises, the teacher should be contacted.

OFF-SCHOOL CONDUCT

The administration of St. Victor School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. Your family represents St. Victor School and St. Clare of Assisi Parish at all times.

HOT LUNCH AND MILK PROGRAM

St. Victor School runs its own independent hot lunch program. Meals, which are well planned, tasty and reasonable in cost, are paid for by day, week, or month. Children who bring their cold lunches from home may purchase milk for their meals. We ask that these students have money placed in their account for the purchase of milk with their cold lunch. **We ask that checks for payment of hot lunch be kept separate from tuition checks since this is a different collection process.**

Because the school Hot Lunch program is no longer government-sponsored and controlled, it is very important that all monies are collected regularly from those who participate in it. Those who qualify for “reduced lunch” are expected to fill out the appropriate forms. These can be picked up at any time during the school year if the need arises. **These forms must be returned within one week or we can no longer offer free or reduced lunch to your child.**

Milk served during recess or break will be collected on a **half-year basis**, and must be paid prior to the beginning of school and the beginning of second semester.

St. Victor School will also be offering a “snack” option to go with the milk break. These snacks will be a variety of items such as cheese sticks, crackers, fruit, pretzels, etc. The cost is minimal, and money can be placed in your lunch account to cover the cost. This snack option is completely optional.

MEDICATIONS

If it is necessary to have a child take any form of prescription or non-prescription medication, the appropriate school form must be filled in and returned to the school office. **The child’s doctor must sign the Prescription Medicine Form.** The Non-Prescription Medication Form is to be used when over-the-counter medicines are requested. Both parent and doctor must sign this form. **BY LAW, WE ARE NOT ALLOWED TO DISPENSE MEDICATION WITHOUT THESE COMPLETED FORMS.**

The school does not provide aspirin and acetaminophen. If your child requires a pain reliever for a specific reason, fill out the appropriate form with instructions and send a small supply to school in a well-labeled container. Please note: Blanket, nonspecific permission for these medications to be given upon the child's request will not be accepted. School personnel will not practice diagnosis and treatment of illness.

ALL MEDICINE SHOULD BE LABELED WITH THE CHILD'S NAME AND BROUGHT TO THE OFFICE. It is only dispensed from there.

HEALTH SERVICES

A program for testing hearing and vision is conducted annually. Immunization programs that are conducted in the local public schools also include St. Victor students. Parents must report cases of diseases or hospitalization of students so that health records may be properly updated.

OUTDOOR RECESS

Because fresh air and exercise are essential to good health, students are expected to play outdoors when weather permits. Generally, if a child is well enough to come to school, he/she is also well enough to participate in these outdoor activities. A medical excuse for recess is encouraged.

Boots, hats, mittens/gloves, etc. must be worn from the date of the first measurable snowfall until informed otherwise (in the spring).

The cold weather policy for St. Victor School is as follows: Actual or wind chill is 0 degrees or lower students will not be going outside for recess. The temperature will be monitored throughout the day.

FIELD TRIPS

Field trips are a privilege, not a right. A "blanket" permission slip for walking trips (i.e. Recreation Park, MAC, post office, etc.) will be kept on file.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. **Permission slips are due in the office forty-eight hours after receipt of the permission slip.**
- A form must have an original signature.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are **non-refundable**.
- **Cell phones for children** are **not allowed** on field trips. Parents are not to be on their cell phone when they are responsible for chaperoning children.
- Siblings of children are **not** allowed to accompany a class on a field trip even if the parent is a chaperone.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Victor School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Sacramental Preparation includes two parent meetings for each sacrament. There will be a special Reconciliation service as well as a Eucharist retreat day held during the school year.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

PERSONAL BELONGINGS

All books, lunch boxes, tennis shoes, jackets, etc. should be **marked** with the student's name to avoid unnecessary loss throughout the school year. A lost and found box is maintained in the school office. We encourage students to keep valuable personal belongings at home so they are not lost or destroyed. This would include cell phones, game boys, Ipods, etc.

MESSAGES AND DELIVERIES

Messages or deliveries for students or teachers must be given to the school secretary. She, in turn, will see that the proper information is disseminated or deliveries made. **Student-to-student invitations or messages are not allowed to be distributed in school.**

USE OF THE TELEPHONE

Students are allowed to use the school phone for emergency purposes only. This does not include calls for forgotten work, permission to visit a friend's house and the like. Because the school office phone is a business line, it is important that students come to school with essential information needed to avoid extra phone calls. Students should not have cell phones at school for any reason. If a child has a cell phone, the phone will be taken from the student and returned to their parents.

EDUCATIONAL ADVISORY BOARD

The purpose of the Board is to further the teaching mission of the Church within the parish and local community, by promoting whatever forms of Christian education will serve the needs of the community.

The Board shall assume the following duties:

- Advise and collaborate with the school administrator to institute and enforce educational policy changes at St. Victor School.
- Create among parishioners and student families understanding and support for school policies and the specific programs of parish education.
- Advise and collaborate with the school administrator to develop and establish short range and long term planning.
- Complete educational initiatives as deemed necessary by the Pastor, the Parish Council, or the Principal, and accepted by the Educational Advisory Board.
- Periodically review/update student policy handbook for St. Victor School.

Educational Advisory Board Members:

Tammy Richardson
 Joe Leverton
 CJ Smith
 Fr. Larry Bakke

Home and School Association

The Home-School Association has been established as a medium for Parent-Teacher relations. Its main objective is to coordinate the spiritual and educational values of the home and school. Informational programs of special interest to parents are communicated at the meetings held two times a year. All parents are expected to be an active member of the Home-School Association.

In addition Home and School sponsors the following fund raisers for the school:

- **Brunch with Santa** is a special day for the children. This popular community event is held on the second Saturday in December. Children begin with a brunch in a beautifully decorated gym and end up singing Christmas carols, playing games, getting their face painted, meeting Santa (of course!), etc. Parents are expected to participate in making this community event successful.
- **Mardi Gras** is an event that takes place on the Saturday before Ash Wednesday. It is a dinner, live and silent auction event held at Turner Hall in Monroe. Parents are asked to participate by selling raffle tickets, working the event, or making a donation for the auctions.

Home and School Officers for 2018-19 School Year

President- Andrea Speer
 Vice President- Eric Eckdhal
 Treasurer- Marci Boss
 Secretary- Amanda Veeder
 Hospitality- Anita Stelter
 Fundraising- Michele Wilson
 Social Activities- Jennifer Chapman

DROP OFF PROCEDURE

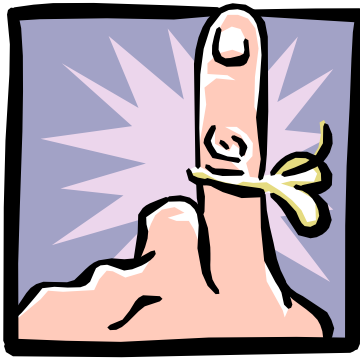
What does it look like?

- 15th Street (directly in front of school) will become a ONE WAY (from east to west) from 7:30 in the morning until 3:30 at night.
- All traffic must flow that way during the school day, cars will not be allowed to turn from 20th Avenue onto 15th Street at all during the day. A REMINDER, the lane closest to school remains the bus and fire lane, NO DROPPING OFF in this lane.
- ALL parents that drop their children off in the morning will travel from east to west on 15th, pulling into the parking lot at the north end (end closest to school). There will be a lane set up with cones, please pull up and your child will be able to exit your car (we would prefer that they exit to the **LEFT SIDE**, towards the playground, but if they exit on the **RIGHT SIDE**, please teach them to WALK IN FRONT OF YOUR CAR).
- You will then continue to the south end of the parking lot (16th Street) from there, **ALL TRAFFIC MUST THEN TURN RIGHT.**
- PLEASE BE PATIENT (and CHRISTIAN) during the drop off period as there may be traffic backed up during this time.
- IF you need to PARK your car and come into school, there will be spots available at the south end of the parking lot.
- FOR THIS TO WORK all parents that drop off children in the morning MUST follow this procedure. One good advantage is that this eliminates our students crossing 20th Avenue (which even with a crossing guard, can be a bit tricky). Please be considerate of our neighbors and not use the front of their homes or driveways as drop off lanes.
- END OF THE DAY: We ask that when you come to pick up your child at the end of the day, you follow the same procedure, 15th Street (right in front of school) will remain a one way, all traffic will flow from east to west. You will pull into the parking lot, park your car, get out, walk to the grate to pick up your child. All cars will exit out the south end onto 16th Street.
- **DURING THE SCHOOL DAY, NO CARS WILL BE ALLOWED TO TURN FROM 20TH ONTO 15TH STREET, IT WILL BE A ONE WAY. (THIS INCLUDES ALL DROP OFF AND PICK UP TRAFFIC).**

**** RIGHT TO AMEND****

St. Victor School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday mailing or through email communication.

Examples of different types of Parent Notification Forms that could be sent home during the school year:



Don't Forget

School begins at 8:10

Your Child _____ was tardy today.

Please make sure you get them here on time!

Number: _____

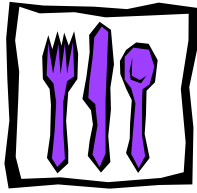


Dress Code Reminder:

Dear _____:

This note is to remind you that your child _____ is not following the dress code in the following manner: _____. Please take time to review the dress code with your child. If the violation occurs again you will be called and asked to bring the appropriate items to school.

Thank you for your support in this matter.



Date _____

Of Lunch Room Behavior Notice _____

Today during lunch your child, _____, was asked to discard his/her food and was moved to a new table because he/she was unable to show appropriate lunchroom behavior.

Please discuss with your child ways to improve their lunchroom behavior so that this will not happen again.

Please sign and return this form to school the following day.

Parent Signature _____

Lunch Supervisor _____



Date: _____

Dear _____:

This note is to inform you that your child, _____, will be serving a detention on _____ from _____ at St. Victor School.

The reason for this detention is the following:

Please sign and return so that we are aware that you have seen this form.

Sincerely,

I am aware that my child _____ will be serving a detention on _____ from _____.

My child will be:

_____ picked up or
_____ will be walking home from St. Victor School

Parent Signature



St. Victor School Reflection Paper

Name: _____

This is what I did:

This is what I should have done:

The next time I will:

(Parent signature)

(Student Signature)

(Teacher Signature)

St. Victor School
PHOTO-VIDEO-PROJECT RELEASE

To Whom It May Concern:

I hereby give permission for my child(ren) _____, _____, _____ to be photographed or videotaped at St. Victor School. I realize that the photo may be published in the newspaper, a magazine, the parish website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Victor School.

Parent Signature: _____

Date: _____

I also hereby give permission for my child's(ren's) artwork or projects to be displayed for public viewing including but not limited to the website.

Parent Signature: _____

Date: _____



Dear _____ Family,

We are sorry that _____ had to go home early today because of:

- Fever over 100.9 F
- Green/Yellow/Brown mucus coming from eyes, nose, or mouth (including Pink Eye)
- Loose Stool or Diarrhea
- Vomiting

According to our school handbook, a child may not return to school until 24 hours after all symptoms have stopped or disappeared, or according to a doctor's instructions (in which case we would need a slip from the doctor). In the case of leaving school due to a fever, the child must be fever free for 24 hours *without the use of fever reducing medications*. We look forward to seeing your child, at the earliest, on _____ at _____ am/pm. Thank you for following the guidelines listed in our school handbook. If you have any additional questions, please let us know!

St. Victor School Staff

St. Victor School
CONSENT FOR OVER-THE-COUNTER MEDICATIONS

STUDENT NAME _____ Grade _____

This year both Tylenol and Ibuprofen (generic) will be available in the school office. If you prefer to send a bottle of Tylenol or Ibuprofen in the original container with your child's name on it, that is acceptable also. Please, no envelopes or plastic bags. Please sign initials and signature below if you give permission for your child to have these OTC medications. If we do not have a form on file, we will call you for verbal permission to give the medication, for one time only and then we will send the form home for signature. The student may bring the signed form on the next school day. A note will be sent home the day medication is administered.

Medication & Dosage	Directions	Reason for Medication Use	Parent Initials
Tylenol 325 or 500 mg tabs, meltaways or liquid form	Every 4-6 hours as directed per age/weight on the medication bottle.	Headache, cramps, sprain, muscle aches, toothache, braces discomfort or other: Coughing Upset stomach	
Ibuprofen 100-200 mg tabs or liquid	Every 6-8 hours as directed per age/weight on the medication bottle.		
Cough drops Tums			
This consent will be good for each year during the grades of 4K-5 if parent initials here, but may be discontinued per parent request at any time.			

I give my permission for school personnel to give the above medication as directed. I understand I may be contacted to verify last dose to avoid overdose.

PARENT/GUARDIAN SIGNATURE _____ Date _____

Parent permission given per telephone on _____ *for one time use only.*
 Form must then be returned the next day with parent/guardian signature.

St. Victor School
CONSENT FOR ASTHMA INHALER MEDICATION
Please Complete All Sections

STUDENT: _____ BIRTHDATE: _____

GRADE: _____ YEAR : _____

**PHYSICIAN/HEALTH CARE PROVIDER PLEASE
 COMPLETE PRESCRIPTION ON BACK**

FOR COMPLETION BY PARENT

I give St. Victor School permission to administer asthma inhaler.

Yes No

The school office has been provided with an inhaler, that will be kept/sent home (circle correct one) daily.

Yes No

I authorize trained staff to assist my child in taking this medicine at school if the need arises and communicate with the physician/health care provider if necessary. I authorize the release of this information to appropriate school personnel and classroom teachers.

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

Home Phone: _____ Work Phone: _____

_____ STUDENT: _____
BIRTHDATE: _____

Asthma Severity: Mild Moderate Severe
 My child has been hospitalized for asthma before: Yes No

PREVENTATIVE

List any triggers and control measures, pre-medication and/or dietary restrictions that the student needs to prevent an asthma episode: _____

Exercise Medication: _____ Directions: _____

Spacer: Yes No

Daily control medication taken at home: _____

RESPONDING TO AN ASTHMA EPISODE

Early signs of an asthma episode: cough, wheeze, shortness of breath or tight chest. _____
Your child is responsible for telling an adult if he/she needs to use an inhaler.

Rescue Medication: _____ **Directions:** _____

- Stop current activity and allow to rest. Help student relax.
- Use quick-relief inhaled medication as directed.
- Observe student to ensure symptoms improve.
- Contact parent if symptoms get worse or do not improve within 15 - 20 minutes after treatment.
- Notify parent or emergency contacts of episode by phone or note.
-

RESPONDING TO AN ASTHMA EMERGENCY

Late signs of an asthma episode: Initial treatment does not help, breathing hard and fast, ribs sticking out
trouble walking or talking. _____

Rescue Medication
IN addition to yellow area: _____ **Directions:** _____

CALL PARENTS
TRANSPORT TO PHYSICIAN IF NO IMPROVEMENT 9-911

Is the child knowledgeable about his or her asthma medication? Yes No
Has the child demonstrated the proper technique in administering medication? Yes No
It is my professional opinion that this student may carry and use this inhaler medication independently. Yes No

PHYSICIAN/PROVIDER SIGNATURE: _____ **Date:** _____

PHYSICIAN/PROVIDER PRINTED NAME: _____ **Phone:** _____

St. Victor School

CONSENT for PRESCRIPTION MEDICATION

Please complete both sections.

STUDENT NAME: _____

BIRTHDATE: _____ GRADE: _____

* This form will need to be completed on an **annual** basis if your child receives daily medications at school.

FOR COMPLETION BY PHYSICIAN or HEALTH CARE PROVIDER

Medication	Dosage	Time or Frequency
_____	_____	_____
_____	_____	_____

Side Effects: _____

PHYSICIAN/ PROVIDER SIGNATURE: _____ DATE: _____

Clinic Address: _____ Phone: _____

FOR COMPLETION BY PARENT

I give my permission to give the above medication(s) as directed and or communicate with the provider(s) if necessary.

I authorize trained staff to administer this medication at school and if the need arises the school nurse can communicate with the physician/health care provider as necessary regarding this medication. I authorize health personal under HIPPA and FERPA to communicate health information on a need to know basis. This allows for conversation with administration per office staff and as necessary with teaching and support staff.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Home Phone: _____ Work Phone: _____

>Medication **MUST** be in the original prescription bottle.

>The label must be current with student's name, medication and date.

>Dosage changes require **written notice with provider and parent signature.**

Rev. 4/17 sk



Ibuprofen/Tylenol Administered

This is to inform you that your child _____ was
given Ibuprofen/Tylenol for _____.

Amount _____

Time _____

Date _____

If you have any questions please call the office 325-3395. Thanks

