



Student Handbook

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Table of Contents

Mission Statement.....	1
Philosophy	1
Objectives	1-2
Attendance	2
Awards.....	3
Books and Other School Property.....	3
Change of Address and Emergency Information	4
Child Abuse Law	4
Classroom Visits	4
Communication.....	4
Conferences.....	4
Conflict Resolution.....	5
Curriculum.....	5
Custody.....	5
Discipline.....	6-10
Distribution of Flyers, Letters, Ads, Etc.....	10
Dress Code.....	10-12
Electronic Communication Devices.....	12
Emergency School Closing/Inclement Weather.....	13
Extended Care.....	13
Field Trips.....	13
Fund Raising and Service	14
Graduation Fees/Policies.....	14
Health.....	14-16
Home and School Association.....	16
Homework.....	16
Library	17
Lost and Found	17
Lunch Program.....	17-20
Moving and Transferring Schools	20
Outstanding Responsibilities	20
Parties.....	21
Pets in School.....	21
Playground Equipment.....	21
Registration/Admission.....	21
Religious Formation.....	22
Report Cards	23
Records	24
Returning Necessary Forms or Materials.....	24
Schedule of the Day	24
School Committee.....	25
Special Education Needs.....	25
Special Student Services.....	25
Sports Program.....	26
Student Council.....	27
Student Service Hours.....	27
Substitute Teacher Policy	27
Telephone.....	28
Testing Programs	28
Tuition.....	28

Visitors to the Building.....	28
Volunteers.....	28
Amending the Handbook.....	29
School Committee Members.....	29
School Personnel.....	29-30
Arrival and Dismissal Procedures.....	31
Supervision.....	32
Appendix A	

MISSION STATEMENT

We, the dedicated families, staff, and parish members of Divine Mercy Catholic School, join together as a prayer-centered faith community rooted in the Gospel message. Inspired by the teachings of Jesus, and challenged by the ever-growing needs of our society, we share with all members of the community a responsibility for educating the total child. Within a nurturing environment, active learners strive towards spiritual growth and academic excellence.

We respect the diversity and uniqueness of each individual and work cooperatively to build a sense of truthfulness and trust. Through meaningful interaction, we use our gifts and talents to serve the needs of others. By employing innovative strategies and techniques, we prepare our students to meet the challenges of the future.

We share the responsibility of global stewardship and resolve to enrich the quality of life for all people! Through spiritual formation, we prepare and empower our children to become future leaders of the church to carry on the Catholic traditions, values, and beliefs.

PHILOSOPHY

Divine Mercy School seeks to provide a Christian community in which Christian values are developed under the guidance of the Holy Spirit, parents, teachers, all other school personnel, and parish members.

We believe that each child will be enabled to reach full actualization of his/her potential through cooperation between parents and the school, each having the same concern for the child.

Through this close relationship, we will together educate each child academically and provide opportunities in a nurturing environment for spiritual, moral, mental, emotional, and aesthetic development. The home and school will strive to model Christian values, attitudes and behavior.

We believe that through the knowledge of Christian beliefs, together with mastery of the curriculum of secular subjects, the students are given tools to reason, judge and make good decisions. They recognize their call to be a light to the world, leaders who bring Christian morals and values to the society in which they live.

We also aim to provide the student with an understanding of his/her responsibility in the community—moving from parish focus through the city, state, national, and world orientation—always keeping in mind the student's unique gifts and talents.

OBJECTIVES

In light of our philosophy, the objectives of Divine Mercy School are as follows:

MORAL OBJECTIVES

1. To make Catholic Faith an integral part of the students' lives by providing opportunities for growth in faith with prayer, regular attendance at Mass, special liturgies, religious ceremonies, reconciliation services, mission activities and Religion classes.
2. To provide drug prevention education by implementing drug programs aimed at appropriate grade levels, introducing positive role models, developing self-awareness, and teaching positive decision-making.
3. To develop attitudes, knowledge and skills for responsible moral decision-making concerning human growth and development.
4. To cultivate knowledge and appreciation of different races, cultures and religious beliefs.
5. To develop a Christian conscience, so when conflicts arise they are dealt with in a responsible, respectful and Christ-like manner.
6. To teach students to recognize and respect people in lawful authority in the Church, the state, the school, the parish and at home.

ACADEMIC OBJECTIVES

1. To give the students opportunities to demonstrate their knowledge of academic curricula through oral, written, artistic and other means of creative expression.
2. To maintain a working relationship of cooperation between Administration, parents and teachers through an active Home and School Association, Parent-Teacher Conferences, and a close relationship between Parish and School.
3. To demonstrate and develop academic progress commensurate with his/her abilities and talents.
4. To provide students with learning styles suited to the strength of the student.
5. To enable the students to develop their knowledge through a variety of teaching strategies, i.e., lecture-discussion, use of audio-visual aids, computers and large and small group instruction.

6. To provide assistance to students who need to be academically challenged, as well as providing additional academic help for those students who need it.

SOCIAL OBJECTIVES

1. To encourage the students to act in a respectful and Christ-like manner towards each other and toward those in authority.
2. To develop student leadership by providing opportunities to actively participate in school and community programs.
3. To provide the students with opportunities to become concerned and active citizens in their local communities through various assemblies and other extra-curricular activities such as community contests and field trips.
4. To help develop positive and enriching relationships and to resolve conflicts through respectful assertiveness and cooperation.
5. To create a cordial, caring and welcoming atmosphere within the school.

EMOTIONAL OBJECTIVES

1. To provide a safe, caring atmosphere so that all children, especially those from broken and hurting families, can find security in the school environment.
2. To develop a positive attitude towards classmates and to learn how to express feelings in an appropriate way.
3. To develop self discipline and learn to value the uniqueness of others.

PHYSICAL OBJECTIVES

1. To promote physical fitness and develop habits in the children that will build and maintain good health through a physical education program, available health services, and various athletic activities.
2. To help students respect their bodies as a Temple of the Holy Spirit by practicing proper hygiene and personal grooming.

Divine Mercy Catholic School is accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Accreditation.

ATTENDANCE (5113; 5141.2)

Regular attendance is essential for progress in learning and required by law. It is the shared responsibility of the school and the home to assist students in developing habits of punctuality and consistent attendance.

ABSENCE

When a child is absent from school, more than just assignments are missed—namely, the actual instruction and class work on which the assignments are based. Frequent absences interrupt the continuity of the educational process. For this reason, students should only be absent due to illness or some other reasonable cause. Slight irritations (e.g. sniffing) should not keep a child from attending school. On the other hand, children who are genuinely ill should not be sent to school, as they are unable to concentrate on their studies and may spread their illness to others. Children should be free of a fever for 24 hours before returning to school, and they should generally be ready to participate fully in school activities, including recess. (Students can stay in from recess with a note from the doctor.) Students who are absent 3 or more days must present a doctor's statement on returning to school. A student who has been absent from school during the day due to illness cannot attend any social or extracurricular event in the afternoon or evening (scouts, athletics, etc.).

Should it be necessary for your child to be absent, please call the school office at 764-4360 before 9:00 in the morning of the absence. If there are other members of the family attending our school, the above information may be conveyed by them to the principal or secretary. This helps to ensure that all children who have set out for school in the morning have arrived safely. For your convenience, this message may be left on the answering machine outside of school hours. The school secretary will attempt to reach parents who have not given notice of an absence to the school.

Parents can request that assignments and books needed to do homework be made available in the school office at the end of the day. Students are responsible for making up missed work and tests. They should inquire in person about any missed assignments or tests and work out a completion plan with their teacher.

For the benefit of the child whose education is so vitally important, we ask parents to try to make all doctor and/or dental appointments after school hours, or on days when the children are released early or have free days. However, in dire cases the children may leave for appointments with the permission of the principal.

Before you make arrangements for longer excused absences for vacations during the school year, please make an appointment to discuss the matter with the child's teacher. Send a note to the principal and teacher with details about the absence dates.

VACATIONS DURING SCHOOL TIME ARE VERY STRONGLY DISCOURAGED!!!

RELEASE FROM SCHOOL

Pupils are not to be released from the school during the school day without the approval from the principal/designate. A child who is to leave the school premises during the school day should bring a written notice stating the reason for leaving early, the time the child will be leaving, and the person who will pick him/her up from school. This person must come into the school office to pick up the child and sign for his/her release.

TARDINESS

A child is considered tardy if he/she arrives after the bell beginning morning or afternoon classes, or arrives late for a class. Students are expected to be in school at 7:55 A.M. Parents should keep in mind that additional time is needed in the wintertime for younger students to remove winter clothing. Parents are asked to send a note of explanation, and students who are late should report to the office. A tardy slip will be issued with the reason for tardiness. Because tardiness causes the disruption of regular classroom procedures and may result in students missing instruction, parents are urged to make sure their children arrive on time. Tardiness will be recorded as such on attendance records in the students' permanent files. It is mandated that the school report excessive tardiness to the police department. Should the practice continue, you will be contacted by the police liaison to the schools as to the consequences of excessive tardiness which may or may not include a citation. Discipline options for repeated tardiness may include: detentions, parental contact, suspension, police referral or court referral. Keep in mind that promptness and responsibility are critical life skills that children need to master at this level.

TRUANCY

Section 118.16 of the Wisconsin Statutes states: "Truancy means any absence of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Truancy means an absence of one or more days from school during which the principal or teacher has not been notified in writing or by phone of the legal cause of such absence by the parent or guardian of the absent student." The work for the day(s) the student was truant CANNOT BE MADE UP! If parents fail to cooperate in meeting with the principal or if truancy continues to occur, the matter will be referred to the proper authorities.

ILLNESS DURING THE SCHOOL DAY

At the beginning of the school year, the parents will be asked to update the emergency information for the school records. This information is important when the school must reach the parents if the child becomes ill. When the child is sent to the office because of illness, the parents are called to take the child home. The child is to be picked up in the school office. Students are not allowed to wait outside, nor are they allowed to walk home unsupervised.

AWARDS

Students will be rewarded throughout the year for achievements. Two special awards, THE PRESIDENTIAL ACADEMIC EXCELLENCE AWARD is given to any 8th grade student who has maintained an academic average of at least 3.5 and has scored at the 85th percentile or above on standardized tests in reading or math; the academic average is cumulative for 7th and 8th grade. The PRESIDENTIAL ACADEMIC ACHIEVEMENT AWARD is given to any 8th grade student who has demonstrated outstanding achievement and effort.

BOOKS AND OTHER SCHOOL PROPERTY

Divine Mercy School will provide each student with textbooks and workbooks needed for his/her learning. Textbooks remain the property of the school and are lent to the student with the understanding that they will be returned in good condition at the end of the school year. To help guard against damage, book covers are required on all hard cover textbooks. It is expected that students will take proper care of textbooks, and parents are asked to reinforce this with their

children. A fee will be assessed for damage to books beyond normal wear and tear. Replacement costs for lost textbooks and workbooks are the responsibility of the student and his/her parents.

Students and their parents will be assessed a fee for damage to school property caused by careless use or mishandling, and will be responsible for any costs due to vandalism.

CHANGE OF ADDRESS AND EMERGENCY INFORMATION

An emergency form is given to parents at the beginning of each school year and should be returned the first week of school. This form includes the home address and each parent's home and business phone number, as well as the names of individuals the school should contact in the event parents cannot be reached. **Any change in this information should be promptly reported to the school.**

CHILD ABUSE LAW (5140)

Wisconsin state statutes require certain persons to report suspected cases of child abuse or neglect. Compliance with the reporting procedures is mandated for nurses, schoolteachers, social workers, and administrators. Teachers and administrations are subject to fines of \$1,000 for failure to report these suspected cases.

CLASSROOM VISITS (1250)

Parents are welcome to visit the classrooms at pre-arranged times. Teachers are available for conferences before or after school by appointment. We ask that parents who accompany students to the classroom not engage the teachers in lengthy conversations or discuss their children's academic or behavior problems at such times without an appointment. Parents delivering lunches or any forgotten items are asked to label them and leave them in the school office. For the safety of our students, we ask that all who come to the school during the school day stop in the school office and sign the register.

COMMUNICATION (1151)

The school believes that close communication with the parents is of great importance. Teachers may send home packets of work on a regular basis. When necessary, additional notes will be sent home or a telephone conference held. Parents are encouraged to contact their child's teacher or the principal to get further information or express concerns. Although no teacher may leave the classroom to take a phone call, if you send a note with your child or call the school office with a message, he/she will get back to you.

School information and a parent letter/bulletins are sent home weekly, and a calendar of events and activities is included at the beginning of each month. Back-To-School Night provides an opportunity to meet the teachers and hear about their plans and expectations for the year. Attendance by parents at Back-to-School Night is mandatory. If you have questions or concerns at any time, submit them by note to the principal or send them by e-mail to divinemercury@archmil.org

CONFERENCES (5124.1)

CONFERENCE TIMES

Parent/teacher/student conferences are scheduled for all families at the end of the first quarter, or by request of the teacher or parents at the end of the second quarter. Both parents and students are expected to participate in these scheduled conferences. All contacts made by the faculty should be done through the school. In keeping with our policy, we do not divulge a teacher's home phone number.

Parents or teachers may request a conference other than the times designated on the school calendar. Parents are encouraged to consult with a teacher whenever the need arises. If possible an appointment should be made in advance; please call the school office or contact the teacher via a written note. We ask that parents be mindful of the teacher's responsibilities and avoid engaging the teacher in prolonged conversation or a problem-solving discussion during class time.

PURPOSE OF CONFERENCES

The purpose of conferences is for parents and teachers to evaluate the progress of the student, express concerns, and share helpful information. Parents are encouraged to share with the teacher anything about the child's background, health or home behavior that would help him/her in teaching the child. If serious problems arise in school, it is important that the teacher and parents agree on a plan of action, implement it with consistency, confer on a regular basis, and make adjustments as needed.

CONFLICT RESOLUTION (1312)

DISAGREEMENTS

Most disagreements can be resolved through good communication with a spirit of mutual respect and cooperation. Parents are urged to first voice complaints and discuss problems with the teacher involved. If the matter is not resolved satisfactorily, parents can next take their concerns to the principal. If still unresolved, an appeal can be made to the pastor.

CONCILIATION/GRIEVANCE PROCEDURES FOR PARENTS

The parish school is committed to fostering a process to solve problems or resolve disputes that is simple, accessible, timely, and conducted openly and honestly at all steps. A grievance, not raised in a timely manner (ten days) will be waived.

Level One: Discuss the matter with the teacher. If the issue can be resolved at this level, the process ends. If there is no immediate resolution, the parent proceeds to level two.

Level Two: Discuss the matter with the school administrator. If the issue can be resolved at this level, the process ends. If there is no immediate resolution, the parent proceeds to level three.

Level Three: If the situation has not adjusted itself in a manner satisfactory to the parent or if no steps have been taken toward improvement, then within the next five (5) working days, a written statement signed by the parent should be submitted to the pastor and administrator. The letter should include the following information: the nature of the grievance, the person against whom the grievance is directed, any pertinent factual data, and recommendations for the appropriate resolution of the grievance.

Once the pastor receives the written grievance, he may attempt to resolve the grievance in one of the following manners:

- ❖ The pastor will convene the parties and attempt to resolve the grievance.
- ❖ The pastor may contact the Archdiocesan Office for Parish and School Personnel for assistance in resolving the grievance. If requested by the pastor, a mediator will be assigned to assist the parties in resolving the dispute.
- ❖ Final resolution resides with the pastor.

CURRICULUM (6140; 6151)

Divine Mercy School has a challenging curriculum based on faith, values and high academic expectations. The educational program is designed to promote the growth and development of the whole child. Emphasis is placed on mastery of basic skills, creative inquiry and expression, and the integration of Christian values with daily life. The basic curriculum includes: religion, reading/literature, English, spelling, mathematics, science, social studies, Spanish (Grades 5-8) health, art, music, physical education, and computer education.

A comprehensive Drug and Alcohol Prevention program is in place at Divine Mercy School. The D.A.R.E Program is used in Grade 5. This program is taught by a specially trained South Milwaukee Police Officer. A fire safety unit is taught to the fifth grade by the South Milwaukee Fire Department. Bicycle Safety for Grade 3 students is an additional program sponsored by the South Milwaukee Police Department.

EXTRA-CURRICULAR OFFERINGS—MUSIC, SCOUTS, ATHLETICS (6145)

Scouting offers our students many opportunities for developing friendships, learning important life skills, and having fun. Parent volunteers host meetings after school in the Scout Room or cafeteria. Students can enter the scout program as early as kindergarten.

Our sports/athletics program allows our students the chance to develop their athletic skills. Competitive sports such as basketball, volleyball, and soccer are offered to our students. See Sports Program section.

CUSTODY

Parents or guardians who maintain primary physical placement of a child must submit a copy of the court decree to the school office upon receiving such an order or upon admission. When the court has issued an order affecting the placement of a child pursuant to Wisconsin Statute 767.24 (or similar statute in another state) copies of the student progress report (report cards) should be issued to both parents or guardians in conformity with Wisconsin Statute 118.125(2) (a) unless one parent or guardian has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4). In this case, no student information will be provided to the parent or guardian who has been denied periods of physical placement, following Wisconsin Statute 118.125(2) (m).

DISCIPLINE (5114)

Divine Mercy School attempts to give the best to its students:

1. Provides the child with a God-centered education during formative years.
2. Helps to develop students into committed Christians by means of a Christian atmosphere, and by participation in meaningful liturgies.
3. Offers the child a highly qualified faculty, dedicated to a superior scholastic education, pursuit of cultural goals and natural development, all within the proper perspective of Christian living and learning.

In return, we ask that all students attending Divine Mercy School work at cultivating good habits of obedience, honesty, courtesy, cooperation and respect. Misbehaviors such as profanity, fighting, rudeness, slovenliness, bullying, and similar conduct will not be tolerated.

Disciplinary rules are extremely important and are established not only because of legal aspects, but additionally to:

1. Foster self-discipline,
2. Cultivate a proper respect and cooperation with all persons that touch our daily lives, and
3. Provide a learning climate for those concerned.

All policies regarding discipline will be in accordance with Archdiocesan policy.

SCHOOL RULES

Specific school rules have been established for Divine Mercy School. Students who choose to disregard these rules will have to take the consequences for breaking the rules. We stress making good and wise choices, as well as being responsible for one's actions. We strive to positively reinforce the good behavior of students. It is our hope that if students understand the consequences of their behavior, they will consciously make good choices.

GENERAL SCHOOL RULES

1. Keep your hands, feet, and objects to yourself.
2. Follow directions as given by anyone in authority.
3. Raise your hand and wait to be called on before you speak.
4. Respect yourself, others, and all materials.
5. Conduct yourself in a safe manner.

All classrooms/grade levels have their own specific methods of discipline that are provided to the students and parents at the beginning of each school year. These methods include both rewards and consequences.

Examples of unacceptable behavior are listed below but are not limited to:

Loud, disorderly, or unsafe conduct either in the school, entering or exiting the building, in the hallways, in the lunch room and on the playground, tardiness, rudeness, disrespectful, antagonistic, threatening conduct to persons (students, teachers, staff members, and adult supervisors) or materials, deliberate disobedience, inappropriate language, cheating and repeated misbehavior.

BICYCLES/SKATEBOARDS/IN-LINE SKATES (3541.1)

Students may bring their bicycles to school; however, students must park bicycles in the designated storage rack immediately upon arrival. Bike locks are required. Students are to ride and handle their bicycles in a safe manner at all times. Both skateboards and in-line skates are prohibited on school property.

DRUG POLICY (5131.6)

The possession, use, or sale of drugs is considered a very serious matter. Drugs include tobacco products, alcohol, all controlled substances prohibited by law, any mind-altering substance, or any prescription or over-the-counter drug except those for which permission to use in school has been granted. Students who are found with drugs or drug-related paraphernalia in their possession or who are under the influence of drugs, alcohol, any mind-altering substance, or any

controlled substance during the school day or at any school-related activity will be subject to strict disciplinary action that could include expulsion. Counseling may be required as a condition of these students remaining at Divine Mercy School following a first violation. The first incident of distribution or sale or inducing another student to use drugs/alcohol may be automatic grounds for expulsion.

The school will address the prevention of drug abuse through drug education. All fifth graders, for example, will participate in the D.A.R.E. program.

ALCOHOL POLICY (5144.22)

An authorized employee, agent, or law enforcement officer, as defined in s. 102.475 (8) (c), authorized by the school may require a pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever an authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol on school premises.

The authorized employee, agent, or law officer may use a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in the pupil's breath. Refusal to submit to the breath-screening test results in immediate suspension.

The results of the breath-screening device, or the fact that a pupil refused to submit to a breathalyzer test, shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use.

HARASSMENT (4116.23)

Intimidation and harassment are unwanted, unwelcome behaviors of a demeaning, threatening or sexual nature directed at another person. Such behavior could include:

- Physical or mental abuse
- Words, gestures or actions that threaten physical harm
- Slurs based on gender, appearance, disabilities, or racial/ethnic heritage
- Inappropriate gestures, touching, or grabbing
- Sexual remarks or jokes, or name-calling
- Display of sexually explicit or offensive posters, calendars, or other materials
- Threats or pressure for unwanted sexual activity

These activities are offensive and inappropriate in a learning environment that promotes respect for the dignity of each person. Any student who engages in such harassment or intimidation is subject to immediate discipline, which could include detention, suspension, probation, expulsion, and/or involvement of law enforcement officers. A person who engages in sexual harassment is subject to penalties, which may be imposed under state or federal law.

Divine Mercy students are expected to do their part to create an atmosphere of mutual respect and concern for one another, an atmosphere that does not accept, condone or encourage intimidation and harassment among peers. Victims or witnesses of such behavior are to report such conduct immediately to a teacher or the principal.

TERRORISM AND ACTS OF VIOLENCE

Basic Christian values call for behavior that is respectful of other persons and property. An actual act of terrorism and/or violence is to be considered as a most grievous offense against the school faith community. Likewise, a threat of terrorism and/or act of violence is as equally grievous as the intended action in that such a threat contradicts our Christian calling.

Terrorism and/or acts of violence are defined in this setting as participating or conspiring with others in behaviors that intend to seriously injure, degrade, frighten, threaten, intimidate or disgrace others, or cause severe damage to property. These acts may include, but are not limited to, possession and/or use of weapons, development of plans for violence, and communications which have the intent to seriously disrupt the school setting.

Students making threats of terrorism and/or violence shall be referred to the principal or designee. In situations deemed to be substantial and serious in nature, the principal will contact the student's parent. The student may be isolated while parent contact is being established. If appropriate, the principal will meet with the student and parent(s) to determine whether further disciplinary action is warranted; the principal shall make the final determination regarding any disciplinary course of action. The principal may also refer the situation to the South Milwaukee Police Department.

The safety and security of all members of the school community as well as school property must be

considered the responsibility of every member of the community. Therefore, persons with information regarding the intent of students to engage in terrorism and/or acts of violence are expected to contact a teacher or school administrator regarding the information. Likewise, information concerning threats of terrorism and/or acts of violence should be made known to school personnel immediately.

BULLYING PREVENTION POLICY

Parents, staff, and students of Divine Mercy Catholic School are committed to making our school a safe and caring place for all children. We will treat each other with respect, and we will refuse to tolerate bullying in any form within our school community.

Divine Mercy School defines bullying as follows:

Bullying is unfair and one-sided behavior that occurs when an individual persists in hurting, frightening, threatening, or excluding another child intentionally. Bullying can take place in the classroom, on the bus, in the restroom, on the playground, in the cafeteria, on field trips, or during any school-sponsored activity including a sports event.

The consequences of bullying include:

Bullying behavior will be addressed immediately. Bullying complaints may be presented verbally or in written form. A copy of the student report on bullying is available in the school office upon request. Following procedure, school staff members will gather information, review the situation, and determine the necessary consequences. Disciplinary actions may include: verbal reprimand, notification and/or meeting with parents, potential suspension from school and/or athletic activities, and possible expulsion from school.

Examples of bullying include:

- Injuring someone physically by hitting, tripping, pushing, and so on.
- Stealing or damaging another's personal belongings.
- Ganging up on someone.
- Teasing a person in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of a person's physical attributes.
- Spreading rumors about an individual.
- Excluding a child intentionally or convincing others to act in a similar manner.
- Any verbal, physical, or sexual harassment.

Faculty and Staff at Divine Mercy School will enact the following measures to prevent bullying and help create a safe environment for children:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and put an end to this type of behavior.
- Respond in a prompt, sensitive, and discreet manner to reports of bullying.
- Realize the serious nature of bullying, and respect the parents' concerns.
- Investigate and record in writing all incidents regarding bullying.
- Assign and implement consequences for bullying.
- Provide follow-up and closure for students and parents.

Students at Divine Mercy School will follow specific procedures to prevent bullying:

- Treat others respectfully.
- Refuse to bully others.
- Take a stand and refuse to let individuals be bullied.
- Refrain from observing, laughing, or joining in a situation when another student is being bullied.
- Make an effort to include everyone in play, especially those who are frequently left out of daily activities.
- Act responsibly and report any episodes of bullying to an adult.

IMPORTANT: Retaliation for reporting a bullying incident will not be tolerated and will be dealt with through the appropriate disciplinary action.

Parents of Divine Mercy School will conduct themselves in the following manner to prevent and respond to incidents of bullying:

- Be alert and sensitive to bullying occurrences and communicate accordingly with the school faculty and staff.
- Collaborate with school faculty and staff members to resolve student conflicts before such occurrences escalate into bullying.
- Maintain an open-minded attitude when reports of bullying involve their own children.
- Support investigations of bullying incidents.
- Avoid gossip and model Christian behavior.
- Work diligently with their children to reinforce the Bullying Prevention Policy.

NOTE: STUDENTS AND PARENTS WILL PLEASE SIGN THE ANTI-BULLYING FORM AND RETURN IT WITH THE FAMILY HANDBOOK PLEDGE TO THE SCHOOL OFFICE WITHIN ONE WEEK OF RECEIPT. AS ALWAYS, THANK YOU FOR YOUR COOPERATION!

GANGS

Absolutely no gang activity will be tolerated. Students are not to write gang symbols on their persons, work, book covers, any personal belongings or school property. Gang-related gestures, clothing, manner of wearing clothing, etc., are not allowed, and students involved will be subject to disciplinary action.

PROBATION, SUSPENSION, AND EXPULSION (5144)

MAJOR OFFENSES

Major offenses such as the following may lead to probation, suspension and/or expulsion: truancy, possession or use of tobacco products, matches, lighters, smoking on school premises, bringing to school or possession of potentially harmful objects, possession or use of alcoholic beverages, drugs or other mind-altering substances, deliberate destruction of school property, stealing, leaving school grounds without permission of the principal, any form of sexual abuse, defiant attitudes or gestures directed toward authority, fighting/physical violence, habitual obscene and/or inappropriate language, conduct that endangers the health or safety of others or seriously disrupts the learning environment. The school has the right to search student lockers and desks when deemed necessary. When such behavior is demonstrated, action may be taken to restrict a student's rights and privileges in regards to school attendance. Such action may be of three kinds: probation, suspension, or expulsion. A child may be placed on probation by the principal automatically for the violation of major offenses.

PROBATION

Probation refers to conditional enrollment (usually 2 months) during a trial period. In general, after conferences are held with the student's parents or guardian and relevant school personnel, the principal may place the student on probation and set conditions for release from it. The principal's decisions are final.

SUSPENSION

Suspension is given for serious cause and is normally an in-school suspension. Prior to any suspension, the student will be advised of the reason for the proposed suspension. The parent or guardian of the student will be given prompt notice of the suspension and the reasons for the action.

In-school suspensions last from one to three days. The principal will determine the conditions of the in-school suspension. Generally, the student will be isolated from his peers for the entire day, including lunch and recess. He/she will be given schoolwork that must be completed during the time of the suspension. The school will provide supervision for the student.

Out-of-school suspension will not last more than three days unless it is to be followed by an expulsion hearing, in which case the suspension may last up to seven days. Parents will be responsible for the student who is serving out-of-school suspension.

EXPULSION

Expulsion refers to a termination of enrollment permanently or for an extended period of time. Expulsion results from repeated refusal to obey school rules or conduct which endangers the property, health or safety of others, or when it is deemed to be in the best interest of the school. This form of disciplinary action will be used rarely and only as a last measure.

Expulsion can take place only after an expulsion hearing has been held. (Students asked not to return the following year have this same right to a hearing.) Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. If the decision to expel the student is made, parents will be notified in writing and will be advised of their right to an appeal.

SCHOOL REGULATIONS

An atmosphere of refinement and controlled conduct should pervade and is desired at Divine Mercy School at all times. Parents are asked to cooperate if informed of any misdemeanor on the part of their child. Chronic misbehavior affects all the children in a particular class. In light of the general school rules and in order to maintain an atmosphere that is conducive to study for all, the students are asked to comply with the following rules:

1. To respect the property of the school and of other children. Parents will be liable for reimbursing the school for any vandalism done by their child, or for any damage to another child's property during school hours.
2. The lockers and desks are the property of the School. The principal and teachers maintain the right to open and inspect the lockers or desks when sufficient evidence points to the student's concealing therein materials forbidden in school such as alcoholic beverages, illegal narcotics, or weapons. The school will cooperate with the local law enforcement by reporting such findings to them.
3. In compliance with the Federal and State laws, the School does not allow possession/use of any alcoholic beverages, or possession/use of any illegal drugs or drug related paraphernalia or any weapons. Possession/use of these may lead to expulsion from Divine Mercy School. Possession and/or use of ignition devices such as matches, lighters, etc., are prohibited. Cigarettes are not permitted in the buildings or anywhere on the premises.
4. The students are asked to walk to their classrooms quietly and to maintain an atmosphere conducive to learning during class time. The parents are asked to follow through with the suggestions of the teacher or principal.
5. Inappropriate language is never permitted. Parents of children who persist in using inappropriate language will be notified by the teacher or principal of this behavior.

DISCIPLINE CODE

See Appendix A.

DISTRIBUTION OF FLYERS, LETTERS, ADS, ETC.

Please consult the school office for the correct procedure before sending any communication to the families of the school. **No one** may distribute flyers, letters, ads, etc. without the prior consent and approval of the school office and the principal.

DRESS CODE (5132)

UNIFORM POLICY

Divine Mercy School adheres to a dress code in order to instill in the student a pride in one's appearance, to help maintain an atmosphere conducive to learning, to lessen style-centered competition, and to de-emphasize materialistic values.

Uniforms will be worn starting the first day of school. If it is necessary for your child to be out of uniform for some reason, he/she must bring a note from home explaining the reason. Students who are not in compliance with the dress code will be given a warning. If any student continues to come to school out of uniform, the student will be sent to the office and his/her parents will be notified and asked to bring uniform clothes to school. From time to time a "special clothing day" is designated. Word of clothing options for these days will always be sent home in advance. We ask parents to use discretion in what they allow their children to wear to school on out-of-uniform days and for physical education class. Extremely brief or

Lycra shorts, halter-tops, shirts with rude or suggestive expressions, rock groups/singers, alcoholic labels, etc., are examples of inappropriate clothing. Students who wear inappropriate clothing will be asked to call home immediately for a change of clothes.

UNIFORM FOR GIRLS

K-4 and K-5	-	Comfortable, but appropriate clothing
Grades 1 –5	-	Hamilton plaid jumper. Grade 5 has the option of wearing a skirt
Grades 1 – 8	-	Hamilton plaid skirt
Grades 5 – 8	-	Hamilton plaid, box-pleated skirt
Grades 1 – 8	-	White uniform blouse, white, navy blue, or red knit polo shirts with collars in long or short sleeves worn tucked in White, red, or navy blue uniform turtleneck worn tucked in T-shirts worn underneath the short-sleeved uniform shirt should be white in color, without logos, and should not be longer than the sleeves of the uniform shirt. If students need to keep warm, uniform sweatshirts are an option. No T-shirts or knit shirts with similar necklines School uniform sweatshirt in navy blue in Divine Mercy or Wildcats logo Uniform blouses or knit shirts are always worn under sweaters or sweatshirts. No regular sweatshirts or hooded sweatshirts Cardigan, V-neck, or crew neck sweater in navy blue, black, or red Solid red, white, navy, or black ankle socks, knee-highs or tights Socks should be ankle length and visible above the shoe. A semi-casual shoe should be worn in school for comfort, safety, and foot health. Shoes with laces must be tied at all times. Clogs, open backs, sandals, high platforms, flip-flops, and jellies are not allowed. Exercise-type leggings under the uniform are not allowed. Uniform pants or corduroy dress pants in navy blue or black with uniform tops may be worn instead of the jumper or skirt anytime during the school year. Uniform shorts will be allowed in the fall and spring when directed by the principal. (See Paragraph below) Sweat pants and flight pants that are worn under the uniform during recess must be removed when returning to class.

Navy blue or black uniform shorts may be worn instead of a jumper or skirt during the months of August, September, May, and June. Weather conditions should be considered when wearing shorts: it is often cooler near the lake. Shorts worn at any time under the uniform jumper or skirt may not show or be longer than the uniform.

All pants are to be in a dress style rather than a jean style. A jean style has outer patch pockets, and/or metal rivets. No denim is allowed. This means “no jeans,” but it also means that no denim pants/slacks of any color will be permitted.

All tops worn by girls will be neat and appropriate in size. Tops may provide for growth but baggy and excessively long tops are not allowed. **Tops must be worn tucked in at all times.** Uniforms may be purchased from Sunrise Clothiers.

UNIFORMS FOR BOYS

K4 and K5		Comfortable, but appropriate clothing
Grades 1 – 8		Navy blue or black corduroy or dress uniform pants White, red, or navy blue dress shirts or polo shirts with collars in either short or long sleeves White, red, or navy blue turtlenecks (No T-shirts) T-shirts worn underneath the short-sleeved uniform shirt should be white in color, without logos, and should not be longer than the sleeves of the uniform shirt. If students need to keep warm, uniform sweatshirts are an option. Navy blue uniform sweatshirts with Divine Mercy or Wildcats logo No regular sweatshirts or hooded sweatshirts Cardigan, V-neck, or crew neck sweater in navy blue, black, or red may be worn with a uniform shirt. Navy blue or black uniform shorts may be worn during the months of August,

September, May, and June.

Weather conditions should be considered when wearing shorts: it is often cooler near the lake.

All pants are to be in a dress style rather than a jean style. A jean style has outer patch pockets, and/or metal rivets. No denim of any color is allowed. Emphasis is on a neat appearance; baggy or low-slung pants are unacceptable.

All shirts must be neat and appropriate in size. Shirts may provide for growth, but baggy and excessively long shirts are not permissible. **Shirts must be worn tucked in at all times.**

Uniforms may be purchased from Sunrise Clothiers at 916 Milwaukee Avenue in South Milwaukee.

PHYSICAL EDUCATION ATTIRE

The following guidelines apply to students in Grades 1, 2, and 3:

- Students in Grades 1, 2, and 3 will be allowed to wear their gym clothes to school on physical education days and remain in those clothes for the entire day. Physical Education classes occur two days a week.
- Students should wear red/black “Wildcats” T-shirts or sweatshirts and black/navy sweatpants. Black or navy shorts may be worn under the sweatpants, and the pants could be removed during gym class if desired. Students would only be permitted to wear shorts in the classroom during the times of the year when uniform shorts are allowed.

All children must wear gym shoes as a protective measure. Children will not be permitted to participate in Physical Education Class in stocking feet. This is dangerous and poses a safety problem.

Students in Grades 4 through 8 will bring a change of clothing for Physical Education class. Appropriate clothing includes:

- Students in Grades 4-8 must wear black/navy blue shorts that are the same length as uniform shorts, or sweatpants and red or black “Wildcats” T-shirts/sweatshirts for Physical Education Class. Coordinating gym attire with the primary grades helps to generate consistency and uniformity across the school.
- Children may not share their clothes with others. The clothing used for physical education class should have the child’s name written or stitched on each item.
- Children who forget their gym clothes will not participate in physical education class.
- Children who wear glasses should wear glass protectors or bands to keep them in place during activities.
- The Dress Code for Physical Education classes will be closely monitored to determine if students are following the rules.

GENERAL DRESS CODE GUIDELINES

1. Clothing is to be neat, clean, and in good condition.
2. Any clothing that is likely to be removed at school should be labeled with the child’s name to save confusion and to help facilitate the return of lost items.
3. Make-up is not to be worn. Only clear nail polish is acceptable in school.
4. Hair should be clean and worn in an acceptable hairstyle. In general, an “acceptable” hairstyle is neat, does not draw undue focus on the student, and does not interfere with the learning process.
5. Earrings (no more than 2 per ear lobe) must be non-dangling in style. Necklaces, bracelets and rings may not present a safety hazard or be inappropriate. Multiple bracelets and necklaces may not be worn.
6. Shoes should be safe and practical for playground wear. Tennis shoes are best. Flip-flops, clogs, jellies, or other shoes that readily fall off, and shoes with slick soles should not be worn. The shoes must have laces and remain tied in school. During the winter, boots should not be worn during the school day. A change of shoes must be brought to school.
7. No tattoos or body piercing including cartilage is allowed, other than earlobes.
8. All of the above guidelines apply on non-uniform days.

ELECTRONIC COMMUNICATION DEVICES

The use of electronic communication devices including cell phones and beepers is prohibited by students on school grounds. If there is a need for a child to have one of these devices, the devices need to be turned off and kept in the student's locker. The school is not responsible for them if lost, damaged or stolen. Possession of these devices on school grounds requires permission from the principal. Unauthorized use will result in confiscation.

EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER (6114.6)

Emergency closing of the school due to snow or other conditions will be announced on Channel 4, Channel 6 and Channel 12. Listen for the following announcement:

SOUTH MILWAUKEE SCHOOLS ARE CLOSED.

Except in the case of an on-site problem, Divine Mercy School will close only when the South Milwaukee Public Schools close. In the past, confusion has been caused by the announcement, "All Milwaukee Catholic schools will be closed." This refers to all Catholic schools within the city of Milwaukee, not all Archdiocesan schools, and does not include Divine Mercy School.

When school is open on a snowy day, parents should ultimately decide whether or not their children should attend based on the ability to transport them safely.

If a snow emergency arises during a school day, the above television stations will be contacted to make the announcements. Your own observations of weather conditions should alert you to tune in to one of the designated stations.

Students practice emergency procedures for tornado conditions. School will generally proceed as usual when a tornado watch is in effect, but students will take cover if threatening conditions develop and while a tornado warning (actual tornado sighted) is in effect.

UNSAFE CONDITIONS

Students will not be dismissed during a storm when there is imminent danger from lightning or a tornado. Likewise, students will not be dismissed during a lockdown. A lockdown, holding all students in their classrooms, will be called in the event anyone in the building or in the area poses a serious threat of bodily harm. In the case of crisis, the principal will be the main contact point. In his/her absence, the teacher-in-charge or designee will assume this role, unless any delay might result in further injury or death.

EXTENDED CARE

Divine Mercy School offers an extended care program from 6:00 A.M. to 6:00 P.M. Further information on registration, fees and other concerns is available at the beginning of the school year by the program directors. You may also contact the school office for additional information.

FIELD TRIPS (6153)

PROCEDURES

Field trips enrich the instructional program by using community resources, which are related to the school curriculum. Such trips are mandatory because they reinforce and enrich the teaching-learning process. Field trips are considered a part of the standard school day, so if a student is restricted from going on the field trip for serious academic or behavioral reasons, the school will provide supervision within the school building. Students not attending are required to be in school and alternate assignments may be required.

Written permission of parents or guardian is secured before students participate in field trips. If we don't receive a signed permission slip, your child will not be allowed to go on the field trip. Students are always accompanied by teachers and/or parent chaperones. The chaperones will pay for the entry fee if there is one. All money for field trips should be sent in a sealed envelope with the student's name and grade to the classroom teacher by the requested date. Because all trip costs are figured on the number of students attending at the time of the field trip reservations, money cannot be refunded.

NO STUDENT WILL BE DENIED ACCESS TO FIELD TRIPS DUE TO LACK OF FUNDS WITHIN THE FAMILY. IF THERE IS FINANCIAL DIFFICULTY, PLEASE CONTACT THE PRINCIPAL FOR ASSISTANCE.

VOLUNTEER DRIVERS FOR FIELD TRIPS

In accordance with the archdiocesan policy, parents wishing to volunteer as drivers for field trips that require the use of private vehicles must fill out a Volunteer Driver Information Sheet each time they provide transportation. This sheet is available in the school office. In order to accept a volunteer driver, the following requirements must be met:

1. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle must have proper registration.
3. The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence.
4. The driver must be 21 years of age or older.

5. The car must have age/size-appropriate safety equipment such as booster seats and seat belts for each passenger.

FUNDRAISING AND SERVICE

Divine Mercy School depends on fundraising for its existence. Fundraising keeps down the cost of tuition, helps to pay for teachers' salaries, utilities, texts and equipment, as well as materials that update and enhance the learning experience. In other words, it is an absolutely vital element of the school's financial structure.

To put fundraising into perspective, tuition covers only about 48 percent of the operational costs of the school. Of the total parish budget, 52 percent is allocated to the school. Clearly, the school is a commitment by this parish community, one that values Catholic education and has made a major investment in its youth. The parish and its mission to educate the young in turn depend on financial contributions from members and fundraising. School parents are expected to do their "fair share," since they benefit directly from the existence of Divine Mercy School. It is imperative that school parents themselves provide financial support through tuition, contributions, and fundraising.

The school has several fund-raisers throughout the course of the year, but the largest by far in terms of revenue and the number of workers needed is the annual Fun Fest at the College Avenue location and the Fall Festival at the 16th Avenue location. In addition to the parish fund-raisers, the school sponsors several of its own events.

At the beginning of the school year, a list of fundraising help and school volunteer needs is sent home. While gratefully acknowledging that many school parents give considerably more time, we require that every school parent/family give a minimum of 15 hours of volunteer time or pay an additional \$150 in tuition. Since it takes the combined efforts of many people to run the Fun Fest and Fall Festival, families are asked to volunteer from 6-15 hours at one of these two activities. Any additional hours needed, can be in other school fundraisers and/or with other school volunteer activities. Families that have not given the required volunteer time by the close of the school year will be assessed the \$150 fee or \$10.00 per hour missed. Coordinators will also be responsible for providing the school office with the names of school parent workers and how many hours of service were completed.

GRADUATION FEES

Many events are planned to celebrate the eighth grade graduation. Extra expenses should be anticipated including the gown rental, flowers, diplomas, gift to the school, etc. Each family with a graduating student will be assessed a \$45.00 Graduation Fee which must be paid on Orientation Day.

Traditionally, the seventh grade parents sponsor the graduation dinner and the social following the graduation liturgy. Money from fundraising events covers the cost of the dinner and social. Seventh grade families are expected to volunteer their services for the many duties associated with the graduation dinner and social which includes the fundraising.

HEALTH (5141.3)

COMMUNICABLE DISEASES (5141.2)

Please notify the school office when your child has a communicable disease, including chicken pox and scarlet fever. Contagious diseases must be reported to the South Milwaukee Health Department. A written release is required before a child is allowed to return to school. Please contact your local health department for policies and regulations regarding this release. The South Milwaukee Health Department Policy concerning re-admission to school following an absence due to a contagious disease is:

- a) A written release slip must be obtained and presented to the office when the child returns to the classroom.
- b) A written release may be obtained from the doctor who attended your child during the illness, or from the South Milwaukee Health Department Nurse.

FIRST AID

School personnel may administer first aid when injuries are minor. When a child shows symptoms of being ill or has a significant injury, a parent or other adult designated on the emergency card will be called and asked to assume responsibility for the child. No ill child will be sent home unless accompanied by a parent or someone designated by the parent.

In the case of a life-threatening emergency, we will contact the paramedics and/or ambulance and transport the child

to the hospital if needed. Parents, guardian, or if unavailable the contact person named on the emergency card will be contacted immediately. **It is extremely important to keep the information on your child's emergency card current.**

ACCIDENT PROCEDURES

Only the principal or his/her designee (vice principal, secretary) will be responsible for evaluating an injury and taking appropriate action. When other adults have the initial contact with the student, the principal or his/her designee must also examine the injury, determine treatment to be given by the school, and decide whether a parent should be contacted. The role of the teachers and supervisors is: providing emergency treatment in the case of a life-threatening situation, acting to prevent further injury, making sure the student gets safely to the school office, providing pertinent information about how the injury occurred, and assisting the student at the direction of the principal or his/her designee—i.e., getting a Band-Aid or an ice pack, etc. All parent contacts to report injuries will be made by the principal or his/her designee. When necessary an accident/incident report form will be filled out.

The principal, if present, will take responsibility for dealing with serious injuries. In his/her absence, the vice-principal or designee will assume this role, unless any delay might result in further injury or death.

HEALTH PROGRAM

A nurse from the South Milwaukee Public Health Department visits the school periodically. A health card is maintained for each student. State law requires that minimum immunizations be given to schoolchildren. The school nurse will contact parents who have not kept on schedule for these immunizations.

EXCUSING STUDENTS FROM PHYSICAL EDUCATION CLASSES

On occasion a parent may find it necessary to request a child's non-participation in physical education for a time. A student may be excused from physical education when he/she has a written excuse signed by the parent/guardian or a written doctor's excuse explaining the reason for non-participation in the class, and the length of time the student will not be participating. The excuse should be addressed to the physical education teacher and given to the homeroom teacher to forward.

HEALTH EXAMINATIONS AND IMMUNIZATION

1. Each child that enters Kindergarten must have a health examination as specified by the South Milwaukee Health Department. The form for this examination will be given at time of registration.
2. Students entering Kindergarten and Grade 6 must have a Booster MMR vaccination before entering school in the fall.
3. It is the duty of the parent to see that the child has been properly immunized when the child enters school. A form from the South Milwaukee Health Department will list the proper immunizations needed. The nurse from the South Milwaukee Health Department will check these forms. In cases where the immunizations are not up to date, she will inform the parents.
4. Hepatitis B (HEP B) vaccine is required for students entering day care centers, kindergarten or 7th grade. (1997-98). The grade requirement will advance 2 grades each year. For example, during the 1998-1999 school year, Hep B vaccine will be required for students entering grades K, 1, 7, 8. The Student Immunization Rule (HSS 144) contains one of the following deadlines and waivers: Within 30 school days after admission, each student who does not file a waiver must submit written evidence of having received the first dose of HEP B vaccine.
5. It is the duty of the parent to see that the child has been properly immunized when the child enters school. A form from the South Milwaukee Health Department will list the proper immunizations needed. The nurse from the South Milwaukee Health Department will check these forms. In cases where the immunizations are not up to date, she will inform the parents.

MEDICATION

Two forms must be filled out in order for school personnel to administer prescription drugs. The first is the Physician's Order for Medication Administration Form. Forms are available in the school office. Please take this with you whenever your child has an appointment with a physician and you expect a prescription will be given. The second is the Parent/Guardian Medical Consent Form that authorizes school personnel to administer the prescription. Both these forms are required by archdiocesan policy. Without these forms, parents will be responsible for administering the prescription medication themselves during the school day

Medication should be sent to the office, along with the child's name, the name of the drug and dosage, the time to be given, and the physician's name. It is the responsibility of the student, if age-appropriate, to come to the school office to get his/her medication at the designated time. The school will keep medication under refrigeration if needed. Students with asthma may carry an inhaler with them.

NON-PRESCRIPTION DRUGS

Non-prescription drugs may be taken during the school day with permission from a parent. If a student needs cough drops, the parent should send a dated note requesting that the student be allowed to use them. All pills and other types of medication must be brought to the office for safekeeping, along with a note from a parent stating the dosage and when the medication is to be given.

HOME AND SCHOOL ASSOCIATION

The objectives of this association shall be to; develop an effective and productive working relationship between the home and school; offer, through well-planned programs, information of particular interest to parents to encourage the maintenance of high standards of family life; create a greater appreciation of Catholic education; support and supplement the school's educational program through an organized system of fundraising; and promote cooperation among all approved Archdiocesan organizations working for the advancement of Christian education in homes and schools. Meetings are held bi-monthly, and the minutes are sent home in the family folders. The minutes contain information regarding upcoming events, changes in scheduled events, and reports of what has transpired in the past month. A comprehensive Home & School Handbook is available online at www.divinemergysm.org on the school link.

HOMEWORK (6154)

GENERAL GUIDELINES

Homework is the responsibility of the student. As an extension of the classroom lesson, homework is necessary for: the reinforcement of facts, application of what has been learned, preparation for the next day's lesson, and enrichment.

Homework helps the student to:

1. Learn to work independently and become self-reliant.
2. Think, plan, organize, and apply.
3. Extend proficiency in effective habits and skills.
4. Increase knowledge and its use.
5. Develop insights and stimulate creativity.
6. Adjust to individual differences.

A time for study should be set aside each night that is free from television and other distractions. If a child reports he/she has no homework, consider:

- | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading: | A continuous assignment for everyone, including books or encyclopedias with information related to what is being studied, magazines, newspapers, or a book chosen for enjoyment. |
| Reviewing: | Class notes, mathematical processes, grammar usage, spelling. |
| Research: | Science, social studies, or other long-term projects that have been assigned. |
| Talking: | Review the events of the day with your child. |

We greatly appreciate the support of parents in ensuring that their child completes homework on time, and that the work reflects the ability of the child.

Since all pupils do not work at the same speed, some may find it impossible to complete all class assignments within a school day. In such cases, this work should be completed at home. Enriching activities inspired by a unit of work at school, independent reading, or practice to perfect a skill are valuable and pupils are encouraged to undertake these at home.

Consider the following:

1. Provide your child with a suitable study area.
2. Encourage your child, but avoid undue pressure. Your child must feel he/she is working for himself/herself and his/her own improvement. Too often children grow up feeling that their schoolwork is really performed for the benefit of their teachers and parents.
3. Help children realize that homework and class assignments that are not completed affect the grade in that

particular subject.

4. Be interested in what your child is doing, but do not do his/her work for him/her.

5. Recognize that attention spans vary, so study periods must fit the individual.

Suggested Guidelines for daily study:

Pre K-Kindergarten	0-15 min.
Grades 1-3	15-30 min.
Grades 4-5	30-60 min.
Grades 6-8	60-90 min.
Secondary	1 ½ -2 ½ hrs.

If a student appears to have too much or too little homework, the parent should consult with the teacher(s). Per Archdiocesan policy, homework is not to be used as a form of punishment under any circumstances.

HOMEWORK FOR ABSENTEES

A parent wishing homework for an absent child may notify the administrative assistant when calling in to report the absence. The administrative assistant will pass these requests on to the teacher, and the homework will be available in the office at the end of the day. Students are responsible for obtaining any missed assignments and should work out a plan with their teacher(s) for making up specific homework. In general, one day for each absence will be allowed to make up assignments given during the time out of school.

HOMEWORK DURING FAMILY VACATIONS

Parents are urged to schedule family vacations for days that school is not in session. If a child will miss school for a family vacation, please notify the teacher at least one week in advance to prepare the child's homework assignments. Teachers may give students their assignments prior to the vacation, but they are not required to do so. Parents are responsible for making sure expectations for assignments and deadlines for completion are met.

PLAGIARISM IN WRITTEN/ORAL ASSIGNMENTS

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another." (Webster's Dictionary, 1998) Since plagiarism is an act of stealing, it is not accepted in any written or oral project turned in as an assignment by a student of Divine Mercy School. Any partial or complete act of plagiarism found in a student's assignment will result in a reduction of the grade on that assignment. Students in the Middle School who wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher.

LIBRARY (6163.1)

Students and faculty of Divine Mercy School are invited to make use of the resources of the school library. All books and related materials must be signed out by the individual. They should not be passed on from one person to another. If lost, the name on the take out card will be held fully responsible for the piece of material. Each child is responsible for any damage to books or materials while in his/her name. Ten cents per day is charged for all over-due books. A fine will be collected from students to replace books they have lost. During school hours the library is exclusively for the students and teachers.

LOST AND FOUND

The collection of lost and found articles is available for inspection by students or parents. After each semester all unclaimed items are donated to charity. Please label your child's belongings clearly with his/her name.

LUNCH PROGRAM

A Hot Lunch Program is offered at Divine Mercy School. Families will receive detailed information from the program's cook/manager.

- Students in Grades K5-4 have lunch and recess from 11:20 – 12:07.
- Students in Grades 5-8 have lunch and recess from 12:00 – 12:35.

LUNCHROOM FEE

Each family will be assessed a Lunchroom Fee of \$25.00 per school year to cover the salaries of two lunchroom supervisors. The Lunchroom Fee should be paid on Orientation Day.

SCHOOL WELLNESS POLICY

Nutrition Education

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. The school provides nutrition education that is appropriate for and reflects students' cultures; is integrated into subjects such as math, science, health, and reading; and provides opportunities for students to practice skills and have fun.

The key elements of the school's nutrition education policy are that:

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

Physical Activity

The primary goals for the school's physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthy life style.

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

1. Students are given opportunities for physical activity during the school day through physical education classes, daily recess/free time, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before-and/or after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
3. The school encourages parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
4. The school provides training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

Other School-Based Activities

The primary goal for school-based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active.

The key elements of the school's activities policy are that:

1. The school provides a clean, safe, enjoyable meal environment for students.
2. The school provides enough space and serving areas to ensure all students have access to school meals with minimum time wait.
3. The school makes drinking fountains available so that students can get water at meals and throughout the day.
4. The school encourages all students to participate in the school meals program and protects the identity of those students who eat free and reduced price meals.
5. The school encourages parents, teachers, students, and food service professionals to serve as role models in practicing healthy eating and being physically active, both at home and school.
6. The school provides opportunities for on-going professional training and development for food service staff in the areas of nutrition.

School Nutrition Guidelines

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

1. Provide a positive environment and appropriate knowledge regarding food.
 - * Ensure that all students have access to healthy food choices during school.
 - * Provide a pleasant eating environment for students and staff.
 - * Allow students sufficient time to eat lunch and socialize in the designated area.
 - * Enable all students to acquire the knowledge and skills necessary to make healthy food choices.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
 - * Ensure the integrity of the school lunch program by prohibiting beverage sales that are in direct conflict with the school lunch program.
 - * Encourage the practice of good nutrition by educating students about healthy foods.
 - * Students taking cold lunch should bring beverages linked to good health and refrain from soda and other drinks that lack nutritional benefits.

PEANUT ALLERGY CONCERN STATEMENT

Some students at our school have a lethally dangerous allergy to peanuts, and for this reason, our environment must be as peanut-free as possible. We ask all families to consider this in preparing lunches. In these students' grade levels we will request that snacks and class treats be totally peanut-product-free. For other grades, if a peanut product for snack, treat, or lunch is sent, the student(s) should be instructed to wash up carefully after eating, to avoid contaminating any surface. We can all help in keeping our very allergic children safer.

TREATS: HALLOWEEN, BIRTHDAY, VALENTINE'S DAY

Students are permitted, but not required, to bring treats to pass out for special occasions. Treats containing any peanut product are not recommended. In classes that have students with peanut allergies, peanut treats are NOT permitted.

CAFETERIA PROCEDURES

Students enter the cafeteria silently, stand in the hot lunch line quietly or pick up their milk, and go directly to their assigned tables. Students must raise their hands for permission to use the bathroom, get a drink, ask for help with a container, or request a spoon. Supervisors should make certain that not too many students leave the cafeteria at the same time or congregate with friends in the bathroom.

Older students, supervisors or teachers clean up spills. Dismissal for the K5 - 4 group is generally at 11:40 A.M. followed by recess. Dismissal for Grades 5 - 8 is generally at 12:15 P.M. followed by recess. Students will be called table by table for dismissal. At that time, recyclables and garbage are placed in the proper containers. Cold lunch boxes are placed in baskets marked with the various grade levels. Students walk outside for recess. When the bell rings after recess, students should line up outside and wait for their teacher at the door to lead them into the building.

CAFETERIA RULES

1. Students enter the cafeteria quietly. Quiet time is maintained for the first ten minutes. After the first ten minutes, children should converse in soft speaking tones with others seated at their own table. No shouting!
2. Students should not sit on their legs.
3. Throwing of food is never permissible.
4. Running in the cafeteria or entryway is not allowed.
5. Gross behavior or conduct is not permitted with food or under other circumstances. (For example, students may not mix food in their beverages or put food in orifices other than their mouth.)
6. Courteous behavior is stressed: no teasing, name-calling, inappropriate language such as swearing or the use of sexual comments.
7. Food exchanges are discouraged.
8. Students must remain seated.
9. Any playground equipment should be kept under the student's chair or near the outside doors.

GOING HOME FOR LUNCH

If you wish to have your child go home for lunch, send a note to school. If a student goes home for lunch on a daily basis, a single note of explanation will be kept on file for the school year; otherwise a dated note should be sent to school each time the student goes home. Students will not be allowed to eat at nearby restaurants unless accompanied by a parent or other designated adult.

EATING LUNCH IN THE CAFETERIA

Specific rules stressing courtesy and safety are to be followed during lunchtime in the cafeteria. If children are consistently discourteous or disruptive in the lunchroom or on the playground, parents will be asked to make alternate arrangements for lunchtime.

PLAYGROUND RULES

1. Stay within playground boundaries.
2. Use equipment properly.
3. No littering.
4. No throwing of stones, rocks, snowballs, ice balls or other objects that can injure others.
5. Stop playing when the bell rings and line up quietly.
6. Supervisors should not stand in pairs: they should walk around the play area.
7. Once the children are outside, there is no coming in for drinks or to use the restrooms - UNLESS IT IS AN EMERGENCY
8. Children who are disrespectful to supervisors will be sent to the office and reported to their teachers.
9. Only playground equipment supplied by the school may be used by students. All other types are not to be brought to school.
10. Games involving tackling and pushing are not allowed.
11. No hard balls are to be used. When the bell rings, children are to stop playing, move quickly and quietly to their class lines near the building.
12. Because lunch is a time for relaxation, children are not permitted to bring books or homework to the lunchroom or to the playground. Studying for tests and doing homework are activities to be completed at home. An exception to the rule is when a child is prevented from going outside during inclement weather.
13. Snowball throwing is not permitted on school property or adjacent streets.

MOVING AND TRANSFERRING SCHOOLS (5119)

If a student is leaving Divine Mercy School and is transferring to another school, please notify the school office at least one week in advance so that the necessary forms can be completed before the child leaves.

OUTSTANDING RESPONSIBILITIES

When you enroll your child/children in Divine Mercy School, you make a personal commitment to give your child/children a quality education. That commitment involves sharing time and talent with the school, as well as making an effort to contribute to the financial needs of educating each student.

The commitment letter in the Orientation Folder states that you as parents will support our school policies and rules, pay the necessary fees/tuition and complete at least 15 hours of service or pay an activity fee of \$150.00. Above and beyond the service hours, every family is required to participate in the main school fundraiser or remit a buyout amount of \$200.00.

In addition to the service hours and fundraising, other financial obligations might include: library fines, destruction of property, textbook damage, and outstanding lunchroom or child care fees. Any outstanding debts or responsibilities not fulfilled by school families by the end of the school year may result in the following not being issued or forwarded: report cards, diplomas, Orientation Folders, or student records.

PARTIES

IN SCHOOL

Occasionally, teachers may schedule a party to celebrate a special holiday or as a reward for good behavior. Parents may be asked to provide treats for the class, and/or students may be asked to bring their own drinks. Students who are celebrating their birthday may bring a treat for their classmates. Appropriate treats include cupcakes, bars, healthy snacks, etc. This should be a treat rather than a meal. If uncertain, please contact the classroom teacher about suitability and student allergies.

OUTSIDE OF SCHOOL

In order to avoid hurt feelings at a time when fun is the goal of a party or peer gathering, we request that invitations to parties be distributed away from school grounds and outside of school hours when just some students in the class are invited.

PETS IN SCHOOL (5140.3)

For health and safety reasons, family/household pets are not allowed in the school building or on the school campus. The school administrator, for special events such as St. Francis Blessing of the Animals, High-Interest/Career Day, or “Care for Critters,” may grant exceptions. Classroom teachers will be subject to the same restrictions. This policy is mandated by the Office for Schools of the Milwaukee Archdiocese.

PLAYGROUND EQUIPMENT

Classrooms are supplied with play and sports equipment. Each child is responsible for taking care of classroom equipment by using it properly and carefully. Each child who borrows equipment is responsible for returning it to its proper place in the classroom. Misuse, negligence, or loss will have to be compensated for either by the individual or by the class, depending on the circumstances.

Likewise, students may not bring radios, headsets, CD players, or stereo equipment to school unless approved by the teacher or principal. The same restriction applies to hand-held electronic games. Toys and games are provided for indoor recess, so students should not bring them from home. The school will not be responsible for the damage, loss or theft of such items brought to school.

REGISTRATION/ADMISSION (5110; 5111)

Non-discrimination policy

Divine Mercy School does not discriminate on the basis of sex, race, color, national and ethnic origin or creed. Any student with a handicapping condition will be admitted, provided the school can reasonably accommodate the student.

Kindergarten

4-year-old kindergarten is open to students four years of age by September 1.

Divine Mercy School provides an all-day 5-year-old kindergarten program open to students five years of age by September 1.

New Students

Any student seeking entrance into grades K4 - 8 will be carefully reviewed by the principal and, if admitted, will be placed on probation for one year. In addition, all students entering must have their records forwarded to Divine Mercy. Incorrect or false information given upon registering will result in termination of the probationary period. All new students must pay a registration fee at the time of registration. This non-refundable fee will be placed toward the tuition.

Registration Priority

Registration for the coming school year will be held in January and February. If the applications exceed the

available openings at any grade level, the criteria for acceptance listed below will be used to determine admittance:

1. Families with children currently attending our school, providing they have complied with published registration dates.
2. Parish members who have shown a desire to be members of the faith community through attendance at liturgies, involvement in parish activities and programs, and financial support.
3. Children from other Catholic Schools
4. Non-Catholic children
5. Other matters being equal, chronological sequence of registration.
6. Students for the 6th-8th grade will be accepted on a discretionary basis following an interview and review of records.

After the period of open enrollment, admittance or placement on the waiting list will be based on chronological order of registration.

Class size will generally be limited to 26 in grades 1 through 8, 20 in K4 and 25 in K5. Slightly higher numbers may be accepted at the discretion of the principal. When the class size in K5 through Grade 3 reaches 26 students, a certified teacher's aide may be provided to assist the teacher at the principal and teacher's discretion. When the enrollment cap for a class has been reached, students will be placed on a waiting list.

State law requires all children to be immunized before entering school. We also recommend that children have an eye exam. A birth certificate and baptismal certificate are required at the same time of registration.

Classes at each grade level will be balanced both academically and socially. Every consideration will be taken into account when placing a child with a specific teacher or group of children. The faculty is highly knowledgeable and experienced. We must trust the teachers' professional judgment and educational background to accomplish the task effectively. It is not possible to honor requests for placement of a student unless there is an extreme conflict. Under such circumstances, the principal will make the final decision.

Registration for School Families

School families are asked to register their children during the announced enrollment period. A nonrefundable registration fee of \$100.00 per child must be paid at the time of registration to ensure placement in the school. This amount will be deducted from the total amount of tuition owed.

Tuition

The tuition rates will be announced at the time of registration for the new school year. The tuition schedule has separate rates for supporting parishioners and non-supporting parishioners. Supporting parishioners are expected to make a weekly contribution of \$15.00 to the support of the parish. Failure to do so could result in non-parishioner status.

Divine Mercy School participates in the F.A.C.T.S. tuition collection program, giving parents three options:

- Full payment to our school by August 1st with no enrollment fee.
- A two-payment plan in which 50 percent of the tuition is due on August 5th and December 20th
There is a nominal enrollment fee per family (\$15.00).
- A 10-month installment plan, which also carries a nominal enrollment fee per family (\$38.00).
Payments may be made on the fifth or twentieth of the month.
Installments are handled through direct withdrawal from a bank account.

Families that have not given the required volunteer time by the close of the school year will be assessed a \$150 fee or \$10.00 per hour missed. For 8th grade parents, this obligation must be fulfilled before graduation.

The Archdiocese has a Grant-in-Aid program for families who show a need for financial assistance. Please contact the principal for an application at the time of registration.

RELIGIOUS FORMATION (4112.4)

RELIGION PROGRAM

Religious education and formation are central to our educational program at Divine Mercy School. Our program focuses on the following areas:

1. A life-centered approach to learning that incorporates the child's own life experiences and applies Christian values to daily living.
2. Lessons containing a balance of doctrinal content, scriptural understanding, and faith formation.

3. Prayer and service to others as expressions of our personal relationship with God.

Prayer is an integral part of every school day. Children learn formal prayers as well as how to pray spontaneously. Students help prepare for the weekly school liturgies, as well as act as servers, lectors, gift bearers, cantors, and petition writers.

Students are encouraged to respond to the needs of others in the school, parish, neighborhood, city, state, and world. Students are regularly involved in projects that serve the needs of others.

We expect families to celebrate together in the parish weekend liturgies, and we urge families to pray together at other times. Parents are the most influential and powerful role models of Christian living for their children.

SACRAMENTAL PREPARATION

Instruction for First Eucharist and First Reconciliation is incorporated into the school curriculum. The Director of Religious Education and the classroom teachers plan parent sessions and other activities for the children. If you have any questions about your child's reception of the sacraments, contact the Director of Religious Education for Divine Mercy, Judi Backes at 762-6810.

A recent mandate from the office of the Archbishop directs schools to prepare students for the reception of both First Reconciliation and First Eucharist in the second grade. Details will follow throughout the course of the school year.

VACATION BIBLE SCHOOL

A Vacation Bible School is held for one week in the summer for students of preschool age through grade four. Young people learn more about their faith through Bible stories, activities, and songs. Parent volunteers coordinate and teach in this religious program.

PARISH COMMUNITY

Divine Mercy School students and public school students in our religious education program are all members of the same faith community. They participate together in the reception of the sacraments of First Eucharist and First Reconciliation. They attend days of reflection as one group, participate in special Sunday liturgies, and complete service projects together. Through these efforts, we hope to strengthen the bonds that unite us as parish members.

REPORT CARDS (5124)

QUARTERLY REPORTS

Formal evaluation of the students' progress is reported to parents at the end of each quarter; November, January, March and June. Achievement grades are based on the completion and quality of daily class work, contributions to class discussion and group activities, completion and quality of assigned homework, and scores on quizzes and tests. **Electronic standards-based report cards will be issued quarterly.**

The kindergarten report card lists the progress toward content standards and grade level expectations. The report card contains a + sign to show Proficiency, a / sign that indicates Basic, and a – sign which means Minimal. Each sign indicates the level of mastery in a particular skill or behavior. S, P, and N designate progress toward personal/social growth and learner behaviors. Report cards for Grades 1 and 2 list concepts and skills in the academic content areas. On these reports, an S indicates Secure, P means Progressing, while an N signifies a Need for Improvement. The letter grades A, B, C, D and U are used for the overall academic grades on the report cards in Grades 3 through 8. An A stands for excellent achievement; B stands for above average; C stands for average; D means below average; U means unacceptable; "I" indicates Incomplete Work. The exact grading system is listed below. These report cards also contain a list of learner behavior skills and effort keys which indicate the student's progress. Parents are encouraged to review the report card in the perspective of the child's ability and effort.

GRADING SYSTEM

99-100	A+	83-84	C+
95-98	A	79-82	C
93-94	A-	77-78	C-
91-92	B+	75-76	D+
88-90	B	72-74	D
84-87	B-	70-71	D-

MID-TERM PROGRESS REPORTS

Grades K through 8 receive a mid-term report half way through each quarter. Parents of these students should check for indications that the student is missing assignments, shows poor quality of work, is dropping in grades, or is failing. These behaviors signal a need for corrective action.

HONOR ROLL

Students in middle school are eligible for the honor roll each quarter. Students in these grades who have earned a 3.0 to 3.69 grade point average receive honors; students with a 3.7 to 4.0 grade point average receive high honors. The grade point average is based on any A grade equal to 4.0; A- equal to 3.7; B+ grade equal to 3.3; B grade equal to 3.0; B- grade equal to 2.7; C+ grade equal to 2.3; C grade equal to 2.0; and C- grade equal to 1.7. Anyone with a grade equivalent of D is ineligible for the honor roll.

PROMOTION/RETENTION

Teachers will discuss with parents any extreme learning difficulties exhibited by the student. If retention is being considered, this matter will be discussed with parents by the end of the second quarter of the school year. The school principal, school supportive personnel, parents and the classroom teacher(s) will be involved in any decision to retain a student. In accordance with archdiocesan policy, the principal will make the final decision.

Retention will normally take place during kindergarten, first or second grade. A student will not be retained more than once during the elementary years. If any student averages more than two U's in academic subjects on his/her report card for the entire school year, he/she will receive a "transfer" to the next grade rather than a "promotion." Such actions will be noted on the report card and become part of the student's permanent record.

An eighth grade student who averages two U's or more during the school year may attend the graduation ceremony, but might not receive an official diploma. The principal will make the final decision as to whether or not a diploma is awarded. The ability and effort of the student will be taken into consideration. Additionally, the administrator will establish the requirements for graduation. The principal may delay awarding a diploma until academic work is completed satisfactorily during the summer.

RECORDS (5125; 5125.2)

Parents, under the Family Educational Rights and Privacy Act, have the right to review their child's official records. Parents and legal guardians who wish to do so should provide one day's written notice to the school office. Records may be reviewed in the presence of the principal.

This school, in the absence of a court order to the contrary, 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.

RETURNING NECESSARY FORMS OR MATERIALS

Your cooperation in completing and returning requested forms is always greatly appreciated. Children learn a great deal from your cooperation, thoroughness, and promptness. It also makes the school office operate more efficiently.

SCHEDULE OF THE DAY (6112.1; 6112.2)

Kindergarten 5 through 8	7:50	Doors open
	8:00	Classes begin promptly
	11:20-12:07	Lunch K5 - 4
	12:00-12:35	Lunch Grades 5 - 8
	3:10	Dismissal
Kindergarten 4	7:50	Doors open
	8:00	Classes begin
	11:00	Dismissal

Child-care will be offered in the afternoon for the K4 children following their dismissal at 11:00. The K4 students may participate in the hot lunch program if families so desire.

BEGINNING OF THE SCHOOL YEAR

K4 1st day of school - students will attend from 10:00 A.M. - 11:00 A.M.

K5 Students will attend only ½ day from 7:55 A.M. - 11:30 A.M. for the first two days of school.

SCHOOL COMMITTEE

The School Committee is a group of discerned parents who, along with the pastor(s) and administrator, are dedicated to the promotion and welfare of Catholic education. The School Committee serves as an advisory body to the school administrator. It also assists with policy development, identifying and expressing educational goals and objectives of the parish community, budget planning and public relations. Meetings are held monthly.

SPECIAL EDUCATIONAL NEEDS

Instructional Assistance

From time to time, students may have special needs that should be addressed. If this is the case, the student should be referred to our resource person either by the teacher or the parent. If referred by the teacher, the parent will be contacted. The student can fall into four categories:

Short term Assistance

A child could be referred to the resource person for short-term special help in a particular skill (i.e. two digit multiplication, study for a test). Parents would be informed of the tutoring sessions. The child may receive assistance either in the classroom or in the resource room.

Long term Assistance

In this case a child can be referred to the resource person for long-term special help in a particular subject on a continuing basis. If any testing should be required, the Supportive Consultant or Resource Teacher would administer the appropriate assessment. Written parental permission would be requested. Following assessment by the resource person, the parents and teacher will be notified of the educational plan. This assistance could include weekly tutoring.

Exceptional Education Assistance

A child may be identified as having exceptional educational needs. This could include either academic or behavioral needs. If this is the case, the teacher or the parent could be referred to the Supportive Consultant or Resource Teacher. The student may also be referred to the appropriate school district for additional testing. After consultation with the principal, teachers, parents and the school district professionals, recommendations would be implemented. Regretfully, Divine Mercy School is not equipped to handle all types of students with exceptional needs.

Speech, Vision and Hearing Screening

Speech screening is available from the school district in which the student resides. Parents need to contact the school system directly. Vision and hearing tests are conducted by the South Milwaukee Health Department on a regular basis. The school nurse makes further referrals.

SPECIAL STUDENT SERVICES

We live in a complicated and ever-changing society. If there's one thing we need in the midst of our loud, busy, and nervous lives, it's the inner peace and quiet that only God can give. It's the only way to see God's purpose for us, let alone keep our sanity. At times, however, we also need human intervention to help us face the overwhelming moments. Should the need ever arise, please be aware there are a great number of resources that are accessible to families. Available behavioral services cover areas that include:

- * Alcohol and Drugs
- * Child Abuse and Sexual Assault
- * Counseling and Therapy
- * Crisis Intervention
- * Death
- * Eating Disorders
- * Hospital Programs
- * Hyperactivity
- * Support Group Programs
- * Psychologists/Psychiatrists
- * Social Workers
- * Counselors

On an academic level, services are available through the South Milwaukee School District:

- * Speech Therapy
- * Title I focuses on remediation
- * Individual Education Plans
- * Testing for Learning Disabilities

In addition, Divine Mercy School offers services in the areas of:

- * Resource Teacher
 - Remedial and accelerated work with students
 - Teaches sign language to promote language skills
- * Supportive Consultants (2)
 - Every school population contains a number of children who experience learning and/or behavior problems. Only a small percentage of these children require Special Education referrals to the public school. When the classroom teacher is confronted with a learning or behavior problem, the teacher seeks assistance through a referral system. The consultant helps the process by determining the child's needs, through testing, using diagnostic procedures and other techniques to suggest a plan to follow. Together with the parents/guardians, the school formulates and implements a plan to meet the child's special needs.
- * Tutoring
- * Accelerated Reading

Contact numbers of specific agencies and resource persons are available upon request. Please call the school office for further information.

SPORTS PROGRAM

It is the primary purpose of the Divine Mercy Parish Athletic Association to provide an extension of the Christian educational experience. The parish athletic program is designed to provide enjoyable extra-curricular activities for children and to teach the fundamentals of sports. The program strives to develop self-worth, sportsmanship, discipline, sound judgment and physical well-being.

OBJECTIVES

The objectives of the Divine Mercy Parish athletic program include, but are not limited to:

- Offering a positive Christian learning experience.
- Fostering a sense of sportsmanship – how to win with grace and lose with dignity.
- Creating a venue for wholesome and enjoyable use of time by children through sports activities.
- Providing an opportunity for parents to become involved in the sports program and to set good examples for their children.
- Promoting teamwork and unity among participants and parents.
- Aiding in physical development and well-being.
- Teaching fundamentals of sports and helping to develop athletic skills.
- Raising funds to support a self-sufficient athletic program.
- Abiding by league policies and governing those to the parish level.

ATHLETIC ASSOCIATION STRUCTURE

The Divine Mercy Parish Athletic Association consists of members contributing to the parish sports programs. This general membership provides input/suggestions and promotes the programs. The Governing Board of the Athletic Association consists of the Athletic Association Board Members. This board has the responsibility for the administration of various programs. The governing board reports to the school principal as delegated by the Divine Mercy Pastors.

PLAYER ELIGIBILITY

Divine Mercy athletic programs are offered to students enrolled in Divine Mercy School and to parish members participating in the Christian Formation program. Students are allowed to tryout and practice with another team in the same sport they are playing for the parish school during the season, but they cannot play in games with the non-Archdiocesan team.

PROGRAMS OFFERED

Athletic sports offered by Divine Mercy are those regulated by the Archdiocese. The following 7 sports are regulated in their season only: Baseball, Basketball, Football, Soccer, Softball, Track, and Volleyball. Participation is in Grades 5-8, unless Archdiocese approves of league below Grade 5. Participation in any non-regulated sport requires a written consent by the Archdiocese before entry in to any league. Divine Mercy offers:

- A) Fall Season: Football CO-ED (5th & 6th Grade)
 Volleyball (CO-ED 5th & 6th) Girls & Boys Team (7th & 8th)
 4th Grade Coed Instructional Only
 Soccer CO-ED (K4 – 8th Grade)
- B) Winter Season: Basketball (Boys & Girls) (Grades 5th – 8th)
 4th Grade CO-ED Instructional Only
- C) Spring Season Soccer CO-ED (K4 – 8th Grade)

ELIGIBILITY REGARDING ACADEMICS AND BEHAVIOR

In keeping with Archdiocesan policy, eligibility for sports will be tied to the student's academic and behavioral record. In order to be eligible to participate in the Divine Mercy Athletic Program, one must maintain a 2.0 average in all subjects in both achievement and effort. If a student is in violation of the academic standards, he/she may be reinstated at the next Progress Report or Report Card. If a student receives a detention due to disciplinary rule violations, he/she will be suspended for one game and all practices leading up to that game. This disciplinary action which will include non-participation in practice and /or game situations will be decided on by the teacher(s) and parent(s)/guardians who will notify the coach. The principal will make the final eligibility decisions.

STUDENT COUNCIL

The purpose of the Student Council is to develop the values of positive leadership, commitment, school spirit, Christian community, and service. The Student Council will plan Middle School and school wide events. They will also plan and participate in school, parish and community service projects. Teachers, parish staff or other adults may request the assistance of the Council with certain projects.

STUDENT SERVICE HOURS

In accordance with the school mission to help build the kingdom of God and create the leaders of tomorrow, Divine Mercy School requires service hours of the students in Grades 6 - 8. Sixth grade students are required to complete 13 hours of service; 4 Family, 4 Community and 5 Parish; Seventh grade students must complete 15 hours of service; 4 Family, 5 Community and 6 Parish; Eighth grade students are required to complete 18 hours of service; 5 Family, 6 Community and 7 Parish;

Students have the entire school year to fulfill these requirements. They will receive verification forms and a service log at the beginning of the year. The log is intended to help the student keep track of their hours. The verification forms need to be signed by a parent or supervisor indicating the service performed and the number of hours completed. These forms can be turned in throughout the school year to the religion instructor. The service hours will be due at a specified date at the end of the school year.

The service hours will count as 25% of the student's fourth quarter religion grade. The service hours can include being involved in choir and serving at masses, as well as volunteering for special activities held at school. They also can include help given to a relative or neighbor, such as mowing the lawn or shoveling snow for no pay. Projects completed as a family count. The religion teacher will inform students of service opportunities throughout the school year.

SUBSTITUTE TEACHER POLICY

A qualified substitute teacher is engaged in the absence of a regular classroom teacher. Substitute teachers must have earned a college degree, and they must be certified or certifiable teachers. New substitute teachers will be interviewed by the principal, complete a formal application, and agree to a background check to be eligible for employment. Any teacher requesting to substitute at Divine Mercy School must attend a "Safe Environment" training session and sign an Ethics Code. Daily class procedures, lesson plans, and seating charts will be provided for the substitute teacher.

TELEPHONE

The school phone is available for student use only in situations of sickness or emergency. There is no charge in these cases. We ask that parents use discretion in requesting that messages be delivered to their children in the classroom, as these interruptions can be a distraction from learning for all in the room.

TESTING PROGRAM (5120.1)

Each spring a standardized achievement test, the Iowa Test of Basic Skills (ITBS), will be administered to students in Grades 3 through 8. Parents and students receive the test results in May. The results help the school to evaluate the strengths and weaknesses of individual students and help in curriculum planning and evaluation.

TUITION

Tuition for parishioner families in 2009-2010 is: \$1,750 for 1 child attending K4; \$2,285 for one child attending Grades K5-8; \$3,770 for two children enrolled in K4-8; and \$4,810 for three or more children enrolled in Grades K4-8.

Families with more than three children will also be charged a \$200 book fee for each additional child (4th, 5th, 6th, etc.) It is expected that families contribute \$15.00 minimum per week in their Parish support envelopes.

Tuition for non-parishioner families in 2008-2009 is \$4,016 for 1 child in grades K5-8; \$6,657 for two children (K4-8); and \$8,479 for three or more children (K4-8). Tuition for K-4 is \$3,017.

Families with more than three children will also be charged a \$200 book fee for each additional child (4th, 5th, 6th, etc.)

Tuition is payable either as one single payment, two payments, or a 10 payment plan through the F.A.C.T.S. program. A \$100.00 registration fee per student is required at the time of registration and is applied to the tuition. The registration fee is nonrefundable. Parents who might need to make special financial arrangements for tuition assistance are asked to contact the principal.

VISITORS TO THE BUILDING

In order to maintain a safe and secure environment, all visitors to the school must stop in the office to sign the roster and obtain an identification badge to wear when present in the building. Signing out is also a required procedure. Lunches, homework, textbooks, and other forgotten articles must be left in the office. Items should be clearly labeled so that they reach the appropriate student. Classrooms may only be visited with a prior authorization from the teacher and principal. Directives were issued from the Archdiocese regarding safe schools. Outlined below are some of the basic security procedures that are in place at Divine Mercy School:

1. Schools will have one designated visitor entrance.
2. All visitors must report to the school office to sign in and out.
3. Visitor's badges are required for all non-school personnel.
4. Students and staff are reminded not to open doors for any person.
5. Staff members will approach any person within the school building that is not wearing a badge and escort them to the office to sign in and receive a badge.
6. Any uncooperative visitors will be reported to the office immediately, and school personnel will take appropriate steps.
7. Every staff member will be issued an ID. **Divine Mercy Staff Members will receive photo ID's when school pictures are taken.**

VOLUNTEERS (4129)

The efforts and skills of volunteer workers make each school day more productive. Parents, grandparents, uncles, aunts, cousins and friends are all welcome to join in this enriching endeavor. We need and appreciate all volunteers who donate their time and talent.

Some of the areas in which volunteers are needed include: fundraisers, library, room parents, office aide, special events, or wherever the need arises.

Sign-up for volunteer services is held at the beginning of the school year on the Time and Talent form, but new additions to the list of volunteers are always welcome throughout the year. Contact the school the office if interested.

Any person wishing to volunteer in school activities involving direct child contact must undergo the "Safe Environment" training session along with a criminal background check, a procedure mandated by the Archdiocesan Office for Schools. Any individual that volunteers for overnight field trips such as Trees for Tomorrow or the Washington, D.C.

tour is subject to the same rules. Contact the pastoral administrator at the parish office (762-6810) for the dates and locations of future training sessions.

AMENDING THE HANDBOOK

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

SCHOOL COMMITTEE MEMBERS

<u>Member</u>		<u>Phone</u>	<u>Children in Grades</u>
Denise Bachinski		762-0477	2 & 7
Jamie Campbell		531-2634	2
June Cantu		762-8978	5
Laura Endres		762-5256	2
Matt Kotz		571-1835	5
Jeanine Kuettel	(Vice-Chairperson)	571-6234	2
Denice Myszewski	(Chairperson)	571-5304	1 and 5
Trudy Snyder		764-2439	2
Julie Wielichowski	(Secretary)	570-9348	4
Kathy Wroblewski	(TOTS Director)	764-0283	
Parish Council Liaison			
Fr. Bob Betz - Pastor			
Fr. Steve Varghese - Pastor			
Judy Kalinowski – Principal			

DIVINE MERCY SCHOOL PERSONNEL (4100)

Kindergarten 4	Mrs. Annette Sabo, B.S.		
Kindergarten 5	Mrs. Cynthia Teller B.A.		
First Grade	Mrs. Jean Mamerow B.A.		
Second Grade	Mrs. Laurie Kasten B.S.		
Third Grade	Mrs. Joan Rice B.S., M.A.		
Fourth Grade	Miss Laura Kukor B.A.		
Fifth Grade	Mrs. Janet Nickels B.S.	-	Spanish (Grades 5-8)
Fifth Grade	Mr. Ron Kuentler	-	Religion (Grades 5-8)
Sixth Grade	Mrs. Kathleen Kazik B.S.	-	Literature (Grades 5-8)
Sixth Grade	Miss Patricia Paquin B.A.	-	Language Arts (Grades 5-8)
Seventh Grade	Mr. Colin Loehr B.S.	-	Social Studies (Grades 5-8)
Seventh Grade	Mrs. Karen Schaible B.A.	-	Science (Grades 5-8)
Eighth Grade	Miss Erin Lovas B.S.	-	Math (Grades 5-8)
Liturgy Coordinator/Tutor	Miss Mary Mueller B.A.		
Art	Miss Cynthia Lorenz B.A.		
Computer	Mrs. Lisa Sarenac B.S.		
Music	Mrs. Debra Villwock B.M.		
Physical Education	Curriculum Services		
Learning Center	Mrs. Nancy Meier B.S., M.A.		
Teacher Aide	Mrs. Patty Larson B.S.		
Tutor	Mrs. Carole Bronikowski B.A.		
Library Aides	Mrs. Karen Jaeger, Mrs. Sheila Pfleger, Mrs. Maria Aquilar		
Maintenance	Bob LaCoursiere, Robert Benson, and Cathy Mueller		
Before School Child Care	Mrs. Sandy Paprocki		
4-year old Child Care	Mrs. Sandy Paprocki		
After School Child Care	Mrs. Sandy Paprocki & Mrs. Gail Paprocki		

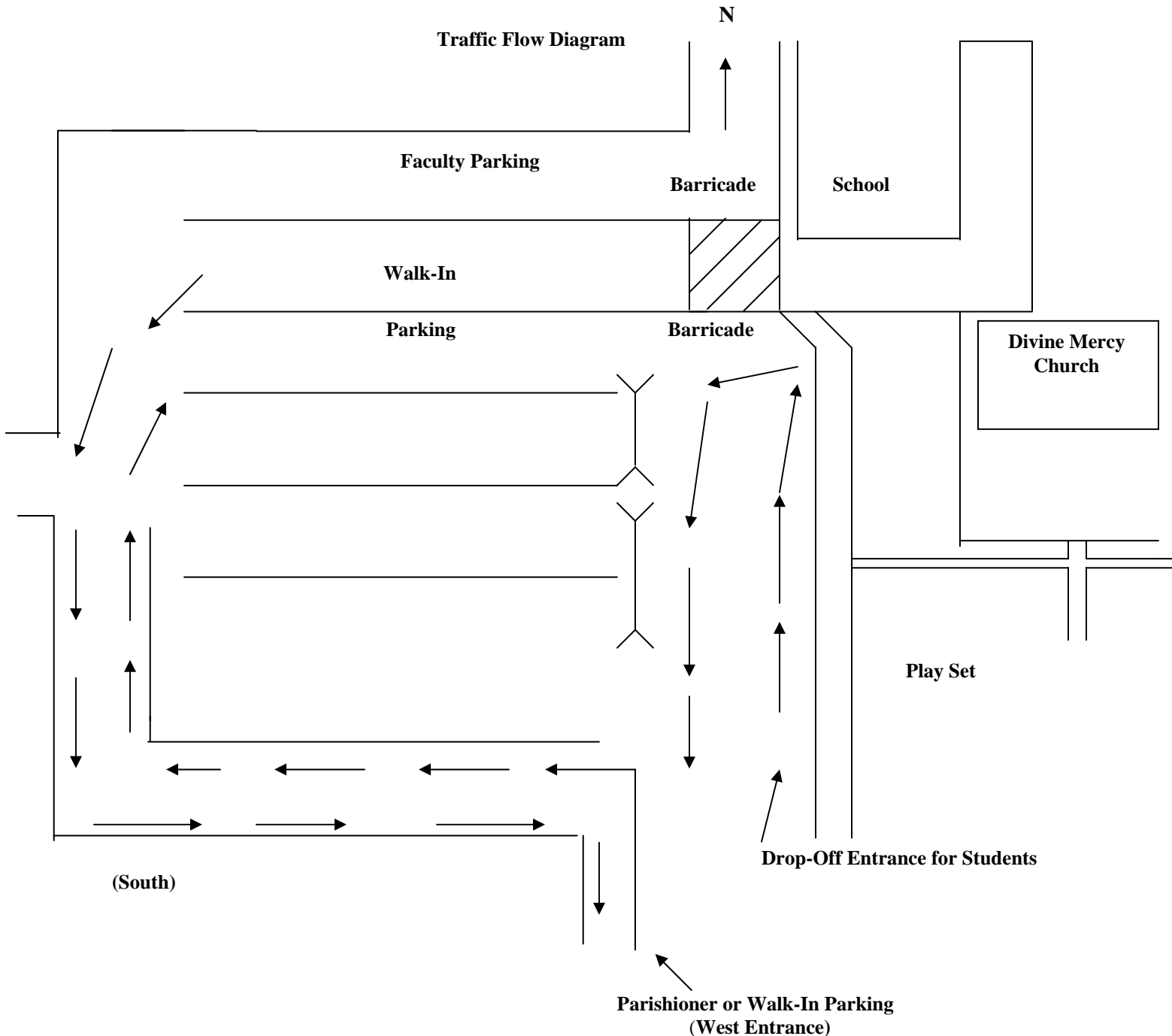
School Administration

Principal	Miss Judith Kalinowski
Administrative Assistant	Mrs. Barb Formaker
School Address	
695 College Avenue	
South Milwaukee, WI 53172	
School Telephone	School Fax
(414) 764-4360	(414) 764-6740
School Office Hours	7:00 A.M. - 3:30 P.M.

ARRIVAL AND DISMISSAL PROCEDURES

DROPPING OFF AND PICKING UP STUDENTS

In order to ensure the safety of the children, certain procedures must be followed for arrival and pick-up times at Divine Mercy School. Only parents who are dropping off children for school enter the south end of the parking lot off of St. Sylvester Drive. When in line, children exit their cars, and the vehicles turn around and leave through the same entrance. People who wish to park and enter the building must use the West entrance of the parking lot off of St. Sylvester Drive. This prevents traffic from entering the designated safety zone where children walk. Parishioners who wish to attend any Weekday or Holy Day Masses at 8:15 must adhere to this procedure. Please comply with the diagram below and the rules that follow. Thank you for keeping our children safe.



PROCEDURES

1. All children will use the parking lot entrance for school located on Badger Avenue and St. Sylvester Drive. Children cannot be dropped off on College Avenue.

2. Car traffic flow will be the same for dropping off and picking up children, as indicated by the diagram. No car traffic is allowed in the striped crosswalk area that has been marked off by traffic cones and barricades.
3. For children who will be dropped off, cars should enter the lot and stay to the right. Children arriving by car may be dropped off at the curb in the pick up and drop off area. Cars are to form a single file line and proceed forward slowly through this area. Children should be ready to exit the car when in line in order to facilitate traffic flow.
4. For children who will be walked into the building, cars should enter the lot and travel immediately to the west away from the drop off traffic and then north to park beyond the traffic cones.
5. Cars are to be parked on the north end of the main parking lot only, whether you enter the school or wait to pick up your child. NO parking or standing is allowed in the stalls along the east side, nor in the handicap stalls, nor in the south end of the parking lot.
6. Drive slowly and be alert for children crossing the parking lot as you exit along the west periphery of the lot.
7. Be sure others who pick up your children are aware of the procedures.
8. If you are planning to be at school during school hours, please park your car as far north in the lot as possible, as the blacktop area may be used for play or physical education classes.
9. Note that there is a stop sign as you exit the parking lot onto St. Sylvester Drive.

SUPERVISION

- The school will provide outdoor supervision for ten minutes before and after school. We ask that parents who visit with friends in the area of the school be aware of their children's behavior and safety.
- Children will be allowed to enter the building before 7:50 only when it is raining or very cold. On those days students will enter the school and line up in the hallway connecting the school to the church.
- Parents of K4 and K5 students may walk children to their lockers *for the first week of school only*. Exceptions are allowed when students need assistance with special projects or treats. Due to the volume of students in the hallways and to avoid further congestion, we are asking that parents not enter the building with strollers during the morning arrival time.
- Teachers will not keep a student after school without making arrangements with parents before the student is detained. Students are to leave school grounds promptly after dismissal. The school assumes no responsibility for children who do not go directly home or who stay on the school grounds to play after school.
- Pick-up procedures: K4 students may wait in the hallway outside the school office at pick-up time. For all other grades, parents are requested to wait outside for their child(ren).
- The school reserves the right to assign any students who are on school grounds prior to 7:40 or who are picked up after 3:20 to the Extended Day Care Program and to bill the parents for time spent there. Please note this applies to students at any grade level and for both one-time and repeated incidents.
- Students who forget materials when they leave at the end of the day may return to their classroom to get them prior to 3:20 only.

The school office hours are from 7:00 A.M. to 3:30. School policy dictates that children who have not been picked up by 3:30 PM will automatically be sent to After Care.

