

# PARENT/STUDENT HANDBOOK

St. Vincent Pallotti Catholic School

201 North 76<sup>th</sup> Street, Milwaukee, WI 53213

Phone: 414-258-4165 FAX: 414-258-9844

[www.stvincentpallotti.org](http://www.stvincentpallotti.org)

## *Prayer in Honor of St. Vincent Pallotti*

**St. Vincent Pallotti,**

You were molded by God, the infinite love.

You answered God's call to serve Him.

You were there:

For those seeking counsel,

For the sick,

For the youth and the aging,

For the rich and the poor,

For people of any profession and walk of life.

All were important to you.

You wanted to inspire each and every one for the

Kingdom of God, reminding people of their duty to be

Apostles and preparing them for this work.

Now I call upon you to intercede for me.

Help me pray.

Help me to pray only for what I truly need,

What I can truly use,

What is for my salvation and the honor of God.

You received many graces and gifts from God.

You always thanked God beforehand, as if your prayer

Had already been answered.

St. Vincent Pallotti,

I ask you to submit my petitions to God;

Be my helper as I place this prayer before

God the Father, through Jesus Christ

Do not leave me without your help.

Bless me.

Show me the way to Christ.

Through the Spirit lead me to the Father.

Amen

## **INTRODUCTION**

### **School Mission Statement**

Inspired by the Word of God, and the  
Model of Jesus Christ,  
We embrace visible acceptance of all, and  
Recognize a higher purpose to each life.

We set an example for  
The true pursuit of knowledge,  
Love of Neighbor, and a life of prayer.  
November 2008  
Revised August 2010

### **St. Vincent Pallotti School Philosophy**

We, as educators of St. Vincent Pallotti School, believe that each child is unique and is capable of working and learning. The growth of the child must be nourished by Christian values begun in the home. We ask students to share in the responsibility of their growth and development. We believe we must incorporate the aid of all human and technological resources available to us. Our vision is that our students shall be responsible, contributing members of society. They shall have a deep sense of their faith, a love of learning, and a respect for themselves, others and their environment.

#### **OUR SPIRITUAL GOALS ARE:**

- A. To foster the formation of the student's moral conscience
- B. To teach and model Christian values
- C. To instill in parents the desire to accept the responsibility of being the primary teachers of their children
- D. To encourage students to see their world from a Christian perspective
- E. To encourage students to live the gospel message through service to others
- F. To develop an appreciation of the Catholic tradition
- G. To provide educational experiences which include participation in the liturgy and other prayerful experiences

### **Accreditation**

St. Vincent Pallotti Catholic School is accredited through the Wisconsin Council of Religious and Independent Schools Association (WRISA) and the Archdiocese of Milwaukee. St. Vincent Pallotti Catholic School is required to be in compliance with the standards and directives of the Wisconsin Department of Public Instruction (DPI).

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Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*

*St. John Chrysostom*

Welcome to St. Vincent Pallotti Catholic School! In choosing St. Vincent Pallotti, you have joined a spiritual, artistic, and intellectual community that seeks to grow the best of your child’s God-given gifts.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of a Catholic school education.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Peace and all good,

*Jeffrey Johnson*

Jeffrey Johnson  
Principal

## **Nondiscriminatory Policy**

St. Vincent Pallotti Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the Catholic school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **Admissions Policy – St. Vincent Pallotti School**

St. Vincent Pallotti School's mission is to serve the needs of each individual child. This school admits students of any race, sex, color, nationality, and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students in the school.

In order to clarify the admissions policy, the School Board has set the following admission priorities and family considerations:

- A. This school has a commitment to maintain a Catholic elementary school for the benefit of the parishioners and members of the community.
- B. Children of all races and creeds are welcome to attend, but preference in placement is shown to children of families who are active members of the parish.
- C. Children of non-Catholic religions wishing to attend the school shall be expected to take part in the religious as well as the academic aspects of the curriculum. Each child shall be expected to attend the liturgies, religion classes, and sacramental preparation as it pertains to his/her particular grade.
- D. Choice students admitted to the school are not required to participate in religious activities if their parents or guardian submits a written request. If parents of an admitted choice student have questions about participating in a religious activity, we will discuss with them what religious activity they do not want their child to participate. We will mutually agree on what options are available to the child. Every effort will be made that excused children will have adult supervision. We will ask the parent or guardian to put such a request in writing.
- E. Registration shall be held during a designated time during the second semester of each school year for students who are presently enrolled. After that designated time, registration shall be open to new families following these criteria.
- F. Depending on the availability of space, consideration shall be given to these criteria in the following order:

1. Parishioners who have children already in school and meet age requirements
2. Parishioners whose youngster complies with age requirements
3. Children of non-parishioners with children already enrolled
4. Families who are joining the parish for the first time
5. Children from parishes with no school or children of teachers at Pius XI High School
6. Non-parishioners entering for the first time
7. Choice students will be randomly selected based on the available seats. The above order does not apply in the random selection process. Acceptance is random selection; not other requirements.

G. Registration of students in grades K4 through 8\* will require documentation verifying average academic progress and respectful behavior. Verification shall be at least three of the six criteria listed below.

1. School records supplied by the student's family
2. Interview with the principal
3. Phone call to the previous school made by the principal
4. Student visits the school for one day
5. Standardized test scores or M team reports supplied by the student's family

Admission of students in these grades is at the discretion of the principal in consultation with the personnel involved.

### **School Board**

This Advisory Board consists of both school community, parish, and city representatives. This Board meets 5 times per year on the 1<sup>st</sup> Tuesday of September, November, January, March and June. The Boards purpose and function is identified in the St. Vincent Pallotti Catholic School By-laws. The Board is led by Co-chairs.



### **Inclement Weather / School Closings**

School closings will be announced by Television Channels 4,6,12, and 5, as well as their corresponding radio stations. **If the Milwaukee Public School District is closed , then St. Vincent Pallotti School is closed.** In the event that St. Vincent Pallotti School should close for some other emergency, the same media sources will be used to communicate. Additionally, the school will provide for students to contact their families.

### **Parent Communication**

Every other Wednesday, families receive information from the school regarding school business, opportunities, and activities. The monthly calendar and lunchroom menus are sent home at the end of each month. Teachers will contact parents about their child's progress or behavior as needed. Periodic teacher updates will go home with homeroom students.

If you wish to contact a teacher during the school day, you may leave a message on the teacher's voice mail indicating your name, phone number, and the best time to contact you. Ordinarily teachers can be readily reached before 7:40 am or after 3:05 pm each school day. You may also contact him/her through the school office.

School updates and information will be posted on the school website at:  
[www. stvincentpallotti.org](http://www.stvincentpallotti.org) under *School Website* and via e-mail through *TeacherEase*.

### **Parent/Guardian Permission for Publishing**

St. Vincent Pallotti Catholic School publishes student photographs and videos on the website and in school based publications for school program and celebration purposes. **To withhold your student from such publishing a written statement from parent/guardian must be filed in the school main office for the academic year.**

### **Classroom Visitation**

Visitors are permitted in the classroom when school is in session when such a visit is **first** arranged in the office. Forgotten lunches, articles, messages or any other type of business should be taken care of through the school office. If lunches are brought to school later they should be properly labeled and given to the school administrative assistant.

All visitors must report to main office to sign in and receive a dated visitor's pass.

### **Home and School Association**

St. Vincent Pallotti Home & School Association exists to support the school through **fund-raising, volunteer efforts, and supporting school hospitality**. The HSA meets each semester in conjunction with planning for seasonal projects such as the Pasta Dinner or the Book Fair.. As a parent of an enrolled student, you are a member of the St. Vincent Pallotti HSA. Come and join us to help to advance our school and build community for the good of our students.



## ATTENDANCE

When a student becomes ill, the student may only leave with the adult persons registered on the student contact list.

### Attendance Policies

The Department of Public Instruction of the state of Wisconsin and the Archdiocese of Milwaukee require all students enrolled at St. Vincent Pallotti Catholic School to attend school regularly. Under Wisconsin's 'Missing Child Law', parents or guardians must notify the school office **any morning** their child is not attending.

**Parents/Guardians are required to contact the office before 9:00A.M. if their child is going to be absent, stating the reason for the absence.**

St. Vincent Pallotti staff devotes countless hours to track absent students who have not been called in by parents/guardians. This is a serious compromise to the effective use of school time for proactive purposes.

### Personal Illness

Parents/guardians must call school each morning their child is home ill. The school will require a doctor's excuse if the child is absent more than 3 days.

### Death of a relative

Parents/guardians must contact the school office to explain the family need and estimated time of absence from school.

### Professional Appointment

We encourage parents/guardians to schedule medical, dental, legal, and other necessary appointments outside of school hours whenever possible. If this is impossible, parent/guardian **MUST** notify the school office **a day in advance** informing the time for the dismissal. Parents pick up and sign out their student at the main office. Parents sign in their student upon return, as well as provide an excuse/affidavit from the agency of the appointment.

### Unexcused Absences

An unexcused absence becomes part of a student's school record. Unexcused absences include:

- Failure to bring doctor's excuse after 3 or more consecutive days of absence.
- Leave school without prior arrangement, except for serious emergency.
- Leave school without signing out in main office.
- Absent from school for reasons other than those listed.
- Arrive at school after 10:00AM.
- Unplanned extended family recreational trips on school time.

**Unexcused students may not return to class until a parent has met with a principal, assistant principal, or counselor.**

**MAKE-UP WORK FOR EXCUSED ABSENCES:** When returning to school, students in collaboration with a parent, are responsible to inquire about classwork/homework to ensure a plan for completion.

**Students absent from school due to illness part or all of the day may not participate in extra-curricular activities after school or in the evening.**

## **TARDINESS**

### **Bringing your child to school on time is the responsibility of the parent/guardian!**

Tardiness is unacceptable. It is the number one reason for employee termination in the United States.

St. Vincent Pallotti students are expected to be at morning prayer at **7:40A.M.** at the school front entrance to set the tone and focus for the day as an integral part of building community and growing in understanding of what it means to be a Pallotti student.

Tardy bell rings at **7:50 A.M.** Beginning of instruction bell rings at **7:55 A.M.** To begin a day feeling in charge of one's self, and having a positive sense of one's role in class it is completely necessary for students to be in the classroom for the preparatory minutes to get situated and to be seated and ready for instruction to begin. The student who is 15 minutes late for class is highly dislocated as to the effective class interactions that are well underway at this point. This **IS** damaging to a student's sense of self and potential for success in class.

## **CONSEQUENCES FOR HABITUAL TARDINESS:**

Each quarter of the year **the first 3 tardies are excused** whatever the reason for the tardiness.

- The 4<sup>th</sup> tardy a parent/guardian will receive a mailed letter documenting the attendance problem and the parent/guardian will be asked to make a commitment with a school administrator to arrive on time for the remainder of the quarter.
- The 5<sup>th</sup> tardy a student will serve a ½ day in-school suspension to be served in an assistant principal's classroom OR the principal's office OR the parish offices.
- The 6<sup>th</sup> tardy a parent/guardian will be required to complete 2 observation hours in class within 1 week of the 6<sup>th</sup> tardy to promote awareness of class interactions and the impact of attendance on students' success.
- Each subsequent tardy will require 2 additional hours of parent/guardian observation.

**Early Pick-Up:** Students picked-up in the 30 minutes before the end of the day is **HIGHLY DISRUPTIVE** to teachers and students. Unless there is an 'immediate family crisis' OR an unexpected and reasonable need, students may not be picked-up early.

**Vacations away from academic calendar days:** Families are to ‘make every planning effort’ to arrange extended family trips compatible with non-school days and school breaks. Special circumstances can arise and **must be pre-planned with administrative approval and collaboration with the school main office.** Pre-planning does not include coming in the afternoon of a scheduled flight and asking for student work to be provided, or similar practices. An unplanned extended vacation carries the potential to be recorded as an unexcused absence.

#### ATTENDANCE REFERENCES from STATE of WISCONSIN STATUTE:

Truancy means any of the following:

- *Any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of the absence by the pupil’s parent or guardian.*
- *Intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law. [s.118.16(1) (c) Stats.]*
- *Truant means a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester.[s.118.163(1) (d) Stats. 1997 Wisconsin Act 239]*
- *Habitual Truant means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. [s.118.163(1) (a) Stats. 1997 Wisconsin Act 239]*

Per St. Vincent Pallotti Tardy Policy, if a student has 14 tardies in one semester, local law authorities will be contacted concerning the habitual truancy. This includes Children’s Services, the District Attorney, or the local city truancy officer.

#### **Withdrawals**

A family withdrawing their child from the school is asked to provide written notification to the principal at least one week in advance of the withdrawal. A reason for withdrawal is requested in order to complete Archdiocesan records.

#### **Insurance**

Student insurance is not carried by the school. Insurance forms are made available to all parents. It is the parental responsibility to see that the child is insured through a private carrier or the program made available through the school.

## **HEALTH RELATED POLICIES**

### **Accidents / Illness**

Accidents or cases of illness are reported to the school office. Limited care can be given. Medical information sheets are kept in the office. In the event of an accident or an illness, these sheets are used to reach the parent to determine quickly what action needs to be taken. The office needs to be informed of any changes in emergency information.

If a student feels sick, please keep them at home so that they may recuperate.

### **Doctor and Dental Appointments**

Ordinary dental and doctor appointments should be made outside of school time. Should an appointment be necessary, the child needs to bring a note to school to explain the reason for the absence. It is suggested that a note from the doctor or dentist shall accompany the child back to school. Students will be dismissed from the office at the appropriate time.

### **Immunization Records**

Immunization records are required by the state. Every child new to the school must have a complete record of shots. Forms of other students shall be updated as the occasion arises. All kindergarten and sixth grade students are required to get the measles shot before entrance into that particular grade.

### **Non-Prescription / Prescription Medication**

In compliance with the recently adopted policy #5140.2a of the Archdiocese of Milwaukee entitled, Administration of Medication to Students, it is necessary to have a completed Medication Consent Form and Physician Order for Medication Form on file in the school office for students needing medication of **ANY TYPE**. Forms follow on the next pages.

### **Medication**

#### **A. Non-prescription drugs:**

In order for a child to take a non-prescription drug in school, please follow these guidelines:

1. For cough drops, send a note with the child to present to the teacher as the need arises to take one.
2. For cough syrup, pills, etc. send a note to the office along with the medication. Be sure that the directions are specific and everything is labeled.
3. All forms of non-prescription drugs must in the original container.

**B. Prescription drugs:**

In order for a child to take prescription drugs in school, the parent needs to:

1. Before going to the doctor, take the physicians form from the folder and have the doctor fill out the information. Please return the completed form to the office.
2. Fill out the parental permission form from this folder and return it to school.
3. Send the medication to the office with the child's full name and instructions for taking the medication.
4. The child must be instructed to take his/her own medication. No school personnel are allowed to measure out the medication for your child.

**Pandemics**

St. Vincent Pallotti Catholic School communicates with and follows the guidance of the Milwaukee Department of Health, Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention.

In the event of a pandemic, St. Vincent Pallotti will act according to the guidance of these offices. Health Department guidance regarding disease control is that it will be handled through prevention and that school closure will not be utilized without direction for extreme intervention measures from the state.

Recommendations for prevention and treatment include:

- Cover your nose and mouth when coughing or sneezing.
- Keep hands away from your face.
- Wash your hand frequently with soap/water or hand sanitizer.
- If you are sick, stay home.
- Consult your physician.

In addition to hand sanitizers in the classrooms of our school, sanitizers have been placed at school entrances as well to increase the ease in maintaining hand cleanliness.

**Archdiocese of Milwaukee – Release Form for Student Emergency Medication Use**

**Archdiocese Of Milwaukee  
Release Form for Student Emergency Medication Use**

Parents:

Please ensure that all signatures necessary to implement this Emergency Medication Use Form

are in place before submitting it to the school office.

Date: \_\_\_\_\_

\_\_\_\_\_ has been instructed in the proper use of the

(Child's Name)

following emergency

medication: \_\_\_\_\_

We, \_\_\_\_\_ and

\_\_\_\_\_  
(Physician) (Parent/Legal guardian)

request that (Child's Name:) \_\_\_\_\_ be permitted to

carry the emergency medication on his/her person, or to keep same in his/her classroom or

locker, as we consider this student to be responsible. He/she has been instructed in, and understands the purpose and appropriate method and frequency of use of this medication.

We, the undersigned physician and parent/legal guardian absolve the school and its employees, agents and officers of any responsibility in safeguarding our child's emergency medication.

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Parent/Legal Guardian's Signature)

\_\_\_\_\_  
(School Principal's Signature)

\_\_\_\_\_  
(Homeroom Teacher's Signature)

Form 5140.2(c) Archdiocese of Milwaukee

5/5/1998

5/14/2009

**Parent / Guardian Medication Consent Form**

**Parent/Guardian Medication Consent Form**

**(Please type or print)**

Full name of child to be

medicated: \_\_\_\_\_

Name of drug and

dosage: \_\_\_\_\_

Hour(s) medication to be given: \_\_\_\_\_ Number of

Days: \_\_\_\_\_

Name of physician prescribing

medication: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for

medication: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person(s) who will be giving medication during school

hours: \_\_\_\_\_

\_\_\_\_\_

(to be filled out by school principal or nurse)

I hereby give permission to the above named persons to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician.

I agree to hold the School, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Legal Guardian Date

\_\_\_\_\_

\_\_\_\_\_

Address

Copies to:

Principal -

Nurse / Administrative Assistant

Physician -

Parent -

*Form*

5140.2(a)

**TO BE FILLED OUT BY PHYSICIAN**

Dear \_\_\_\_\_  
(Individual(s) Administering Medication)  
Please administer the following medication(s) to:

Name of Student \_\_\_\_\_ Address: \_\_\_\_\_

Student Telephone No. \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Diagnosis \_\_\_\_\_

Physician Medication Orders: \_\_\_\_\_

**DAILY MEDICATIONS**

Medicine	Route	Dose	Frequency	Duration	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication: (if none, so state).
				From: To:	
				From: To:	
				From: To:	

**PRN MEDICATIONS (as is needed)**

Medicine	Route	Dose	Frequency	Duration	Condition under which medication should be given	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication: (if none, so state).
				From: To:		
				From: To:		

I agree to retain the power to direct, supervise, decide, inspect, and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have any questions.

Hospital/Clinic/Office \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ACCEPTABLE USE OF TECHNOLOGY: STUDENT AGREEMENT**  
**ST. VINCENT PALLOTTI CATHOLIC SCHOOL**  
**Technology & Internet Acceptable Use Agreement**  
**Expectations for Students, 2012-2013**

**I. Academic Expectations**

- ☐ I understand that the technology at SVP is for school work only.
- ☐ I understand that all computer use is with faculty permission and abides by the guiding principles of SVP: Respect, Responsibility, and Safety.
- ☐ When I am working on a computer outside of my classroom, I must have a pass that explains the nature of the work I am doing.
- ☐ I will not interfere in any way with the work of another student at any time.
- ☐ I will provide a school-related reason for anything on my screen whenever requested by a member of the SVP staff.
- ☐ I understand that any member of the faculty has the right and responsibility to monitor my computer use at any time.
- ☐ I understand that the work I do must be my own work and abide by copyright laws. I will not copy work created by someone else and submit it as my own.

**Care of Equipment**

I understand that SVP works hard to provide technology equipment to support the educational goals of all SVP students. Therefore,

- ☐ I will use all computers, printers, cameras, and other technology equipment with great care and respect.
- ☐ I will report any problems I encounter with a computer, printer, or other piece of equipment to a member of the SVP staff.
- ☐ I will not attempt to fix a hardware, software, or network problem or carry out a repair.

**Responsible Printing**

When printing schoolwork,

- ☐ I will check the print preview before launching a print job.
- ☐ I will print single copies, unless I have permission to print more.
- ☐ If I need anything printed in color, I will ask a teacher to have it printed.

**Teacher Access to Student Accounts**

All technology at St. Vincent Pallotti Catholic School is the property of the St. Vincent Pallotti Catholic School. Server space and hard drives to store computer files are provided by the school. My account is for the purpose of storing school work only. Teachers will have access to my account in order to review and assess my work, organize files, and assist me in building an electronic portfolio.

SVP staff members have the right and responsibility to ensure that school property is being used legally and properly. Files in my folder could be removed if:

- ☐ I am using my folder for purposes other than school work.
- ☐ I am saving or downloading material that is illegal, hateful, offensive, or destructive.
- ☐ I am creating or saving files that might cause computers or the network to malfunction.

## **II. Safe and Responsible Use of the Internet**

St. Vincent Pallotti Catholic School provides Internet access for academic purposes only. The Internet contains many valuable educational resources. It also contains content that is inappropriate in a school environment. St. Vincent Pallotti Catholic School will make every effort to maintain a safe and appropriate learning environment by filtering content.

- ☐ I will respect the boundaries set by St. Vincent Pallotti Catholic School in accessing material on the Internet.
- ☐ If I encounter an offensive/inappropriate website, I will notify a teacher.
- ☐ If I need to access my email account for school work, I will first get permission from a staff member.
- ☐ If I use online communication for a school assignment, I will behave politely and appropriately, obeying the rules of netiquette as guided by my teacher.
- ☐ I will not use the Internet for personal purposes, including social networking, games, or entertainment.
- ☐ I will not post or in any way communicate online any personal information about myself, another student, or a staff member.
- ☐ I will not respond to online commercial offers, contests, giveaways, etc.
- ☐ I will not register for access to websites that require a logon unless it is part of academic coursework.
- ☐ I will not download executable files or attempt to install software.
- ☐ I will not work online in unsupervised areas.
- ☐ I will not attempt to bypass the web filter.
- ☐ I will not stream audio or video without a teacher's permission.

### **Material That is Inappropriate in the School Environment:**

Sites which...

- ☐ promote and glorify hate, violence, intolerance, and racism
- ☐ feature sexual material of an offensive or pornographic nature
- ☐ contain blatant misinformation, propaganda, and bias
- ☐ use profane language
- ☐ glorify tobacco, alcohol, and illicit drugs
- ☐ tempt or encourage students to identify themselves, or join/register for something

**If my behavior is not in keeping with this Acceptable Use Agreement, I understand that I will face disciplinary actions that may consist of one or more of the following:**

- ☐ A verbal and/or written warning

- ☐ Notification of a parent or legal guardian
- ☐ A one-on-one session with a member of the staff to review the terms of this agreement, discuss the violation, and renew the agreement
- ☐ One-on-one supervised computing, online as well as offline.
- ☐ Removal of Internet or all computer privileges for a period of time which is fitting for the violation
- ☐ Detention or suspension from school
- ☐ Referral to law enforcement (serious offense)

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications (“the policy”) and I have either explained it to my child/ward (“student”) or I have assured myself that the student understands it. I also understand my own and the student’s responsibilities regarding computer hardware, software, and Internet access at St. Vincent Pallotti Catholic School.

2. I have read the form titled, Student Network Responsibility Agreement, and subscribe to the rules and regulations.

### 3. PLEASE CHECK ONE OF THE FOLLOWING:

\_\_\_\_\_ I hereby **consent** to the student having access to, and use of, the telecommunications resources at St. Vincent Pallotti Catholic School. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and St. Vincent Pallotti from any claim or lost resulting from any infraction by the student of the policy or any applicable law.

\_\_\_\_\_ I **do not consent** to the student having access to, or use of, the telecommunications resources at St. Vincent Pallotti Catholic School.

Student Name (print)

\_\_\_\_\_  
Parent Signature:

\_\_\_\_\_  
Student Signature:

\_\_\_\_\_  
Date:

## **TRANSPORTATION**

### **Bikes, Skate Boards, In-line Roller Blades**

Students may ride their bicycles to school, but they must walk their bikes once they reach the school parking lot. Bikes must be locked in the bike rack near the school. Only the owner of the bike is allowed to walk the bike off the lot. All persons should follow the parking lot arrows for entering and leaving the lot.

Skateboards or in line roller blades are not allowed on the playground. If brought to school, they must not be used on the parking lot.

### **Cars – Student Drop-off and Pick-up**

If a child is brought to school or picked up by car, it is important that the driver conform to all traffic laws and school regulations regarding safety. Parents entering the lot are asked to follow the directional arrows.

Enter by way of the parking lot on the north side of the Church. Drive past the church and form one line with the first car at the 77<sup>th</sup> Street exit. All cars pull up and do not leave spaces in between. Drivers are asked to remain with their car at all times. Should there be a need to see a teacher, park in the designated area and do not block traffic. Do not make an entrance at the 77<sup>th</sup> Street Exit.

### **Parking**

The St. Vincent Pallotti Catholic School Board's policy on parking on the school grounds is:

Parking is allowed only in designated areas. (yellow lines)

Only personnel associated with St. Vincent Pallotti may be parked on the north side of school. Policy #5140.

### **Children Walking to School**

All students walking to school are to obey the crossing guard at the corners. Students should respect other people's property as they walk to and from school. Students should leave immediately after school, unless they are a part of a scheduled extra-curricular event.

### **Early Morning Supervision**

Breakfast is served in the gym/cafeteria beginning at 7:10 AM. Faculty and kitchen staff are available to supervise students who come for breakfast. Faculty are outside at the prayer lines by 7:35 AM. There is no general supervision provided prior to that time.

Students are to stand in their appropriate grade line outside the school entrance. They are to be on their grade levels prayer line by 7:40 for Morning Prayer.

### **Late Pick-ups**

Children are to be picked up promptly at 3:05PM dismissal. Faculty members wait with students outside **minimally** as a part of the dismissal procedure. Many times Faculty members may have meetings related to St. Vincent Pallotti, or other off-campus responsibilities. Lateness in picking up your children becomes a burden for the school, and can prevent other essential activities from occurring effectively. **BE ON TIME** at 3:05PM. For the children's safety, they may not wait by themselves unsupervised after school. If students are loitering around school, parents will be contacted.

### **Field Trips and Assemblies**

Field trips and assemblies provided by St. Vincent Pallotti School serve to enhance and enrich the curriculum. Parents will be informed by letter in advance of upcoming field trips as to date/time/event and its connection to school curriculum. **Annually, parents sign a permission statement for field trips in and around the Milwaukee metro area.** Ordinarily, the students travel by bus and there is a nominal charge for this. Fees for programs or events may also be charged. Teacher and parent chaperones always accompany students. Field trips will begin and end on the same day to avoid overnight-stay liabilities. Field trips outside the Metro-area require a permission form for the event.

## **Philosophy of Discipline**

We are a Catholic School and strive to work in an ideal environment. To do this, we try to create an educational atmosphere in which learning can take place. Our purpose is not to babysit nor to take on the duties that rightfully are the responsibility of the parent. We believe that children should be taught self-discipline at a very early age. We endeavor to strengthen the discipline that should be developed and taught at home. Parental cooperation is necessary in order to have effective school discipline. Additionally, the Catholic school is a community that takes the formation of young minds and actions seriously. Together, adult influence, along with the influence of the spiritual and intellectual life are important aspects of discipline. Programs we reference are *Love and Logic*, *Cooperative Discipline*, and *Smart Discipline*.

In order to form proper attitudes and habits of self discipline, we emphasize the following concepts daily in our school and encourage parental support of these same habits at home.

- A. Obedience to all authority
- B. Respect for adults, classmates and property
- C. Courtesy toward others in all places and times
- D. Responsibility for ones own actions
- E. Unselfishness toward others
- F. Trustworthiness and honesty
- G. Sense of fair play – **Bullying is not tolerated**
- H. Value of the importance of proper application to school work at all times
- I. Neatness in and promptness of all assignments
- J. Proper study habit

Should a student display disruptive or uncooperative behavior, he/she will first be given a verbal warning. Continuance of this behavior will result in a discipline referral slip which must be signed by the parent/guardian. Further difficulty will lead to conferencing with teacher, followed by teacher and counselor, followed by teacher, counselor, and administration.

Serious behavioral issues may warrant and suspension. Suspension is determined by the Principal.

Circumstances of violence, destructive use of the internet, threats of weapons, or weapons in the building may result in expulsion.

### **Detention:**

If behavior warrants detention as a consequence, detention is served on Wednesdays from 3:00-4:00.

## **Student Academic and Effort Standards**

- A. To attend a Catholic school is a privilege and a responsibility. Therefore, all students who attend St. Vincent Pallotti School should be showing reasonable effort and cooperation in all areas.
- B. Students should maintain a C or better average on the report card (effort and achievement combined) and have no more than a total of two failing grades in the combined academic and effort grade. Any child who fails to maintain these standards shall meet with the homeroom teacher and set up a study plan signed by the teacher, student and parent. If little or no effort improvement is seen within two weeks, the parent, student and teacher shall have another conference to determine further plans. This now places the student on probation. (This means that the child shall be excluded from two weeks of sports practice and one game or other school related activity. Each time there is again failure to show consistent effort the child shall be asked not to participate in the designated activity. The adults in charge of the extra curricular activities involved will be notified of the child's status.)

## **Probation, Suspension and Expulsion**

Major offenses may involve one or more of the following steps:

### **Probation:**

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

### **Suspension:**

Suspension is justified only in unusual circumstances and is normally an in-school suspension ranging from 1 to 3 days. In-school suspension conditions are to be determined by the principal.

Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

Out-of-School Suspension is the responsibility of the principal. State law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such a notice shall allow not more than a total of seven consecutive school days to be served in suspension until an expulsion hearing is held.

### **Expulsion:**

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion may result from extreme refusals to obey school rules or conduct which endangers property, health, safety of others and is deemed to be in the best interest of the school.

Students asked not to return the following year are considered expelled.  
All expulsion proceedings are followed according to the Archdioceses policies.

### **Expulsion Proceedings**

Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.

Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. The student may not be represented at the hearing by counsel.

If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

The student, or his parent or guardian, may, within 5 school days following commencement of the expulsions, have a conference with the Superintendent of Schools Designee. The Superintendent/Designee will determine *if due process was provided* as defined by policy. The Superintendent does not determine expulsion.

### **Complaints Concerning School Problems**

Steps to follow regarding parental concerns and child/school related issues:

Step 1 - Parents are to address academic or social problems with the teacher involved.

Step 2 - If the situation is not addressed in a satisfactory manner or if no steps have been taken toward improvement, then the concerned parent should consult the principal.

Step 3 - If the situation is still not resolved or steps have not been taken toward improvement, then the concerned parents may bring the matter to the pastor and/or parish administrator.

### **School Rules for Students**

These rules will be in effect so that we have a uniform policy of discipline. Individual classroom rules and rewards will still be the individual responsibility of each homeroom teacher with his/her students.

#### **General Rules:**

- A. Follow directions at all times.
- B. Walk quietly in the hallways and on the stairs.
- C. Respect others and hallway displays.
- D. Use the washrooms for their intended purpose.
- E. Wear the school uniform.



#### Lunchroom:

- Pray before meal.
- Follow directions for the food line, disposal of garbage, and dismissal.
- Speak in a quiet voice.
- Always walk in the lunchroom.
- Clean up after yourself. (Table, bench, chairs, floor)
- Always use good table manners.

#### Playground:

- Obey the adults on duty.
- Settle disputes through mediation.
- Use equipment properly.
- Play in the assigned areas.
- Line up on school entrance class lines when the bell rings.

### **Non-Harassment**

Respect for the dignity of each person is essential to Catholic tradition. In a school, it is imperative to maintain an educational environment that encourages optimum human growth and development. St. Vincent Pallotti School is committed to providing an environment for all members of its community which is totally free from physical, psychological or verbal harassment.

According to Archdiocesan Policy 4116.23, harassment can result from a single incident or from a pattern of behavior wherein the purpose or effort is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include but is not limited to:

- Threatening behavior (verbal or physical)
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Threatening verbal or mental abuse

A type of harassment that is sometimes found in schools is sexual harassment.

According to Wisconsin Statute 111.32, "Sexual harassment means the unwelcome sexual advances, unwelcome physical touch or contact of a sexual nature. This includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments or the deliberate repeated display of offensive sexually graphic materials which is not necessary for educational purposes."

If any member of the St. Vincent Pallotti community feels harassed in any way, that person should report the incident immediately. A student should report the incident to any adult on the staff; an employee should report the incident to the administrator or the principal. An investigation shall be conducted immediately. If the allegation is

confirmed, appropriate action will be taken against the harassed. Appropriate action could include but is not limited to:

- Written documentation of the incident
- Disciplinary sanctions
- Peer mediation
- In school counseling
- Referral to an outside agency
- Expulsion/termination

### **Weapons / Threats**

St. Vincent Pallotti School has zero-tolerance for weapons or threats. Weapons or any object that could be considered dangerous to the safety of others are not tolerated. Students found with any type of dangerous weapon shall be referred to the Principal immediately.

As a result of the possession of a dangerous weapon, the principal will initiate one or more of the following proceedings:

- A. Call the police
- B. Immediate contact with the pastor, parent, teacher and student
- C. Suspension from school from one to three days
- D. Probation in school with a plan for the student to get help or referral
- E. Expulsion proceedings

Threats with the use of a weapon or using a weapon to try to cause bodily injury will be grounds for initiation of expulsion proceedings and referral to the local police department.

Due process shall be followed in all cases listed above. Final decision will remain with the Principal.

### **Chemical Abuse Policy**

Usage, possession and/or distribution of alcohol, drugs or tobacco are prohibited by federal and state law.

Possession or use of controlled substances by students on or within 100 feet from the school/parish shall not be allowed. Those in authority shall immediately confiscate the alcohol or tobacco products.

As a result of the above behavior, the principal will initiate one or any of the following actions:

- A. Call the police
- B. Immediate contact with the appropriate person (Pastor, parent, teacher)
- C. Suspension from school from one to three days

- D. Probation in school with a plan of action to follow up. This plan may include suspension from extra curricular activities, conduct change desired or suggestions to enroll in a counseling program.
- E. Initiation of possible expulsion proceedings

The selling or distribution of controlled substances will be grounds for expulsion proceedings or referral to the local police department.

Due process shall be followed in dealing with the infractions listed above. Final decision shall remain with the school administrator.

**Policy Statements per St. Vincent Pallotti Catholic School Parent/Student Handbook**  
**Re: Expulsion/Harassment/Violence**

- Expulsion may result from extreme refusals to obey school rules or conduct which endangers property, health, safety of others and is deemed to be in the best interest of the school.(8-3)
- Circumstances of violence, threats, illegal substances, or weapons in the building may result in expulsion. (8-1)
- St. Vincent Pallotti School is committed to providing an environment for all members of its community which is totally free from physical, psychological, or verbal harassment. (8-4)
- According to Archdiocesan Policy 4116.23, harassment can result from a single incident wherein the purpose or effort is to create a hostile, offensive, or intimidating environment. (8-4)
- St. Vincent Pallotti School has zero-tolerance for weapons or threats. (8-5)
- Due process shall be followed in all cases. Final decision will remain with the Principal.(8-5)
- Expulsion can take place only after an expulsion hearing has been held. (8-3)
- Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. A student may not be represented at the hearing by counsel. (8-3)

## **CURRICULUM AREAS**

### **Curriculum Concepts**

We believe that ART EDUCATION is the developmental ability to visualize, interpret and problem solve. Art enhances learning in all subjects by providing opportunities through a dynamic process of creative expression. Art history is the focal point for art appreciation.

We believe that the Art Curriculum should:

- A. Be age appropriate
- B. Be sequential in media, skill and problem solving
- C. Include an understanding of and ability to use a wide variety of media
- D. Include opportunities to make art based on ideas, feelings, memories and attitudes
- E. Provide for multi-cultural age appropriate art history, art criticism and art making

The COMPUTER instructional program is coordinated by the class computer teacher. The computer lab contains IBM or IBM compatible computers. The emphasis of the computer class is to acclimate students to using a computer as a learning tool. Topics include drill of learning skills, keyboarding, and word processing, data base and spreadsheet activities. Some curriculum related software is also used in computer class. In addition, each classroom has a computer for curriculum activities.

In HUMAN LIFE AND DEVELOPMENT, students learn about their human sexuality. “Education in human sexuality is an attempt to explore our sexual life as it thrives or fails with the communal life of the people of God. It is an attempt to understand our sexuality as blessed by God.” Catholic family values are stressed in the sex education program. This program is incorporated into the regular religion program.

The READING AND LANGUAGE ARTS PROGRAM develops a student’s speaking, listening, reading, and writing skills. Spelling, reading, literature and grammar are clustered together into the Language Arts Program. Oral and written communication skills prepare students for success in a technological society. Reading and speaking skills, grammar usage, and composition skills are important elements of the Language Arts curriculum. These skills are taught step-by-step and reinforced at each level. Reading is taught using a combination of a basal text, whole language instruction, and phonics.

We believe that reading education should include opportunities to....

- A. Read a wide variety of narrative and expository materials
- B. Read for a wide variety of purposes
- C. Build and refine one’s vocabulary and reading strategies
- D. Master skills that correlate with appropriate age groups
- E. Raise questions and stimulate the imagination
- F. Expand student’s cultural awareness
- G. Develop an appreciation for the effective use of language

Through the study of MATHEMATICS students are taught the fundamental NCTM principles of Math and are led to understand the symbolic language used in Math. Pretests, skill practice activities, reinforcement and enrichment exercises, manipulative activities, and posttests are included in each chapter of the Mathematics book. Consumer decision-making skills are viewed as increasingly important in the study of mathematics. Guidelines developed by the National Council of Teachers of Mathematics (NCTM) have modernized the Mathematics curriculum and instructional methods. Problem solving strategies are an important part of the program. Pre-algebra concepts are also taught in upper grades.

MUSIC is taught by a specialist to all students. To develop the musical potential of every child varied classroom experiences and activities such as singing, playing instruments and dance are provided. Spring and Christmas programs are a part of the music programs.

Concepts stressed in the PHYSICAL EDUCATION Program include lifelong physical fitness, sports, health, nutrition and sportsmanship. Units covered are volleyball, basketball, softball, soccer, juggling and dance to name just a few.

SCIENCE is presented as an ever-expanding body of knowledge that is useful in everyday life and in technological careers. In our science program interrelationships among life, earth, and physical sciences are emphasized. To stimulate student interest and motivation, examples from everyday life which illustrate science concepts and their various science activities utilized by the teacher are intended to teach methods of scientific inquiry through direct involvement in science classes. Both demonstration and experimentation are integral to teaching a hands-on science curriculum.

The SOCIAL STUDIES curriculum is a study of community and of human culture. The Social Studies curriculum is intended to foster the development of social skills, to deepen student concern for service and peacemaking, and to develop information gathering, problem solving, and critical thinking skills. Concepts stressed on the primary level are the family, school community, city community, and neighborhood environment. Emphasized at the intermediate level are Wisconsin history and U.S. history. At the middle school level civics, geography and U.S. history are covered. Teaching techniques in the area of social studies include note taking, study skills and group discussion.

#### PHILOSOPHY FOR PHYSICAL EDUCATION

Physical education should promote and awareness of lifetime physical fitness and recreational interests.

The physical education curriculum should include opportunities to discover and experiment with one's physical strengths and dexterities. It should contribute to the maximum development potential of every boy and girl. Boys and girls take physical education classes together, especially for skill development.

Physical education is an important part of the total education program. Physical education activities stimulate and promote the physical, mental, emotional and social growth processes.

### PHILOSOPHY FOR HEALTH EDUCATION

We believe that Health Education focuses on total wellness and prevention based on the “whole person” concept, recognizing that each individual is multidimensional.

We believe that health curriculum should....

- A. Encompass the needs of individuals and groups
- B. Include a variety of resources and activities
- C. Encourage cooperative learning and active participation in the learning process
- D. Develop an awareness and appreciation of positive attitudes and health practices

We believe that instruction should include....

- A. Modeling of good health practices
- B. Student’s active involvement based on their background, and understanding of concepts
- C. A selection and implementation of a variety of materials and activities

We believe that assessment should....

- A. Emphasize changes in attitudes and habits of health practices
- B. Involve students’ self assessment

### RELIGION CURRICULUM

Christian education brings meaning to the lives of the students by helping them to interpret events in the light of the Gospel, by fostering their growth in personal holiness, and by assisting them in the obligation of Christian service. As a Catholic School, we recognize the uniqueness and inherent beauty of each child.

The RELIGION PROGRAM meets the children at their level of development. It begins with the child’s own experience, and relates pupils’ experiences to Scripture, doctrine, prayer, and liturgy. Provision is made for individual differences. The program is brought into the home through activities that involve the whole family. Religion concepts taught at the various levels are summarized below.

The primary purpose of our school is to assist parents in the religious education of their children. We accomplish this through the following means:

- A. Adherence to the guidelines of the Archdiocese of Milwaukee regarding the teaching of Religion
- B. Use of an Archdiocesan approved student text and teacher manual and the continuation of a teacher education program for our teachers of religion
- C. Opportunities for all students to pray with the worshipping community at weekly all-school masses
- D. Instruction on and participation in the sacramental life of the church
- E. Incorporation of Scripture reading and prayer into the Religion curriculum

- F. Exposure to various types of prayer experiences and liturgical and para-liturgical celebrations
- G. Emphasis on service to the school, parish, and neighborhood community

### **Homework**

Homework is an outgrowth of class work and demands self-discipline on the part of the student.

The suggested length of homework time should be as follows:

- Primary – about 30 minutes per evening
- Intermediate – about 60 minutes per evening
- Middle School – about 60-90 minutes per evening

Homework is generally given Monday through Thursday evenings. Students may have longer assignments that extend over the weekends. Parents are informed of missed assignments on a regular basis. Missing assignment slips should be signed after the work is completed. When a student is absent, homework may be picked up in the school office after 2:30 pm on the day of absence. Work may also be sent home with another student.

### **School Library**

Our school library exists to provide both students and teachers with needed reading of the lives of great people and books for reading enjoyment. Generally reading for research is conducted on-line. Each homeroom signs up for library periods. The library aims to support and enrich the instructional program in our school through its strong fiction and biography collection.

Library books may be withdrawn for one to two weeks. Books may also be renewed for an additional one-week. A fine of 5 cents per school day is charged for all overdue books. This excludes Saturdays, Sundays and holidays. Library fine money is given to the librarian. If a student does not return his/her book, he/she may not take out another book unless the book(s) from the preceding week are returned or renewed. The classroom teacher should be informed when a library book is lost or damaged.

Reference books, such as dictionaries, world almanacs, encyclopedias, and atlases remain in the library at all times. They are only to be used in the library.

Each school year a certain amount is budgeted for the purchase of new library books. On certain designated shelves in the library the newest and most recent purchased books are displayed throughout the school year.

### **Special Needs**

St. Vincent Pallotti School specializes instruction by trying to provide as many educational services as possible. Students who need extra help or enrichment in academic subjects will receive it through the office of the Literacy Specialist. Help or

enrichment may be requested. Students who require more intensive intervention may be tested through the M-team process. Teaching staff and/or parents may request as M-team referral. They may also be evaluated and offered support by the SVP Instructional Support Team.

### **Testing Program**

Achievement testing is administered in Grade 3 through 8 in March/April. All trips, dental and doctors appointment etc. should be avoided during that time in order to assure that all students will be present the week tests are scheduled.

### **Honors / Scholarships Requisites for 8<sup>th</sup> Graders**

#### **Home and School Scholarship:**

- A. Offers service to the school and parish
- B. Displays a positive attitude toward learning
- C. Exhibits a consistent pattern of willingness to share
- D. Cooperates with the school staff
- E. Participates frequently in classes
- F. Maintains a relatively high academic / achievement average. Not necessarily (all A's or B's)

Students need to ask for and fill out an application blank in order to qualify for this scholarship. Two essays are also required to be submitted on or before April 15<sup>th</sup>. The Home and school Executives along with the principal and eighth grade teacher make the final determination.

#### **Other Scholarships (as money becomes available)**

Some qualifications as under the Home and School or according to the wishes of the donor.

#### **Pallottine / Lay Leadership Award**

This award is offered by the Pallottines to an eighth grade student who lives the following:

- A. Shows potential for future lay leadership in classroom and general school activities. This is evidenced by:
- B. Exhibiting a consistent pattern of respect for others
- C. Offering service to the school and or the parish or other civic groups
- D. Sharing ideas with classmates and school personnel
- E. Initiating ideas and carries tasks to completion
- F. Showing potential leadership in parish wide activities such as participation in religious services and volunteers for school or parish functions.

Using the above criteria to determine the recipient of the award, the Pastor will consider the recommendation of the school staff.



NOTE: This award may be given to someone who has or will receive another award. The name will be announced at the time of graduation.

### **Fine and Fees**

All fines, fees and tuition/church support must be current each quarter before report cards are given out to students. Records are not transferred to a new school when a student leaves should the family not be current with the financial obligations.

### **Conferences**

Parent teacher conferences are regularly scheduled once before Christmas and once after Christmas. Should a conference at any other time be needed, either parent or teacher may arrange for one. Teachers are available to receive phone calls before or after school. Parents may also leave a message with the school secretary or on the teacher's school phone extension.

### **Promotion / Retention**

If the possibility of retention becomes a concern, generally faculty request a conference with parents/guardians in January/February to review some of the indicators of concern. Decisions are individual and very personal. Parents are the final determiner in student retention. The school in collaboration with the family carefully reviews relevant data to arrive at a decision that is in the long-range best interest of the child's learning.

### **Report Cards**

Children will receive a report card four times a year. Grades are based on homework, test, class projects and class participation. We encourage you to use TeacherEase.com to track your child's progress.

Honor roll names are posted quarterly for students in grades 4-8. Students maintaining a 3.0 or higher in either achievement or effort will be posted. Students earning a 3.5 or higher will be considered to have high honors.

### **Physical Education Grading Standards:**

The physical education progress and effort grades will follow these guidelines:

Progress

Achievement

Skill tests – objective physical testing and self-evaluation

Written test – knowledge and understanding (7<sup>th</sup> & 8<sup>th</sup> grade)

Improvement – some form of objective measure (pre-post test)

Effort  
Social Development  
Follows class rules  
Dress-tennis shoes  
Care and respect of equipment

Daily class work and participation  
Involvement in class activities – vigorous and willful participation  
Application of knowledge and skills

Letter Grades of A,B,C,D,U generally reflect the following standards:

A. Grade A

Evaluation

- Judges values of material
- Recommends
- Criticizes materials
- Relates with previously learned concepts
- Debates issues
- Supports ideas with proof

Synthesis

- Forms ones own opinion
- Solves problems
- Composes
- Uses ones imagination
- Superior knowledge of subject matter

Effort

- Is thorough in daily work
- Gives worthwhile class contributions
- Is highly independent in preparing the assignments
- Is highly motivated to learn

B. Grade B

Analysis

- Compares and contrasts
- Organizes
- Simplifies information
- Categorizes

Application

- Tries to apply information
- Diagrams
- Constructs things
- Demonstrates
- Ability to use information
- Good knowledge of materials
- Better than average scores

- Sees like situations

#### Effort

- Volunteers often in class
- Is thorough in assignments
- Shows independence in learning
- Is self motivated to learn
- Creates a pleasant learning atmosphere

### C. Grade C

#### Comprehension

- Retains factual knowledge

#### Feeds back information

- Adequate knowledge of subject
- Average development of skills

#### Effort

- Completes assignments on time
- Participates in class discussions
- Does only what is required

### D. Grade D

#### Insufficient knowledge of subject materials

- Consistently low scores
- Cannot recall factual information

#### Effort

- Participates in class when called on
- Hands in late/incomplete work
- Displays a “don’t care” attitude
- Has a short attention span
- Distracts others in class
- Shows poor study habits
- Hands in illegible/unorganized work

### E. Grade U

- Unsatisfactory knowledge of subject matter

#### Effort

- Assignments below standard or late
- Fails to stay on task – poor habits
- Rarely participates in class

The following scale is the unified grading scale in our school. The percentage by the letter in both the Primary and Grade 3-8 scales means that number and every number above it will reflect the related letter. The exception is 90, 80, 70, 60, which is the only percentage connected to a minus letter.

### **Primary Grades:**

O+	95^	O = Outstanding
O	91^	
O-	90	S = Satisfactory
S+	85^	
S	81^	
S-	80	P = Progressing
P+	75^	
P	71^	
P-	70	N = Needs Improvement
N	60^	

### **Grades 3-8**

A+	95^	Excellent
A	91^	
A-	90	
B+	85^	Very Good
B	81^	
B-	80	
C+	75^	Satisfactory
C	71^	
C-	70	
D+	65^	Basic
D	61^	
D-	60	
U	0^	Below Basic

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## **SPIRITUAL LIFE**

### **Morning Prayer**

Each day begins with Morning Prayer at 7:40 outside the school main entrance. All are welcome to pray with us. We open with an antiphon, hear Scripture, offer intercessory prayer, pray the Lord's Prayer, and end with a blessing.

### **Liturgies**

All students attend liturgy on Wednesday mornings. On a rotational basis, students with their teacher plan the school liturgies. Children attend Mass on all holy days, and Ash Wednesday. Parents are encouraged to attend these Masses. They begin at 8:00 am.

### **First Communion**

As Catholic children reach the age of reason, the Church invites them to begin receiving Holy Communion. Generally, children in 2<sup>nd</sup> grade or older are eligible to prepare for First Communion.

Children receive communion only with their parent's consent and direct involvement in their child's readiness. An informational meeting is held for parents of children who are in 2<sup>nd</sup> grade.

Preparation for First Communion is a yearlong process in the classroom as well as student / parent involvement in the home. This also includes regular attendance at the weekend liturgies.

Most often, children receive their First Communion in the second grade. If, for any reason, children are older, they may still take part in the preparation program and First Communion Mass. When this is not appropriate, an alternative will be offered. First Communion for Baptized Catholics usually takes place the first week in May.

### **Sacrament of Reconciliation**

St. Vincent Pallotti Parish invites Catholic children in the 2<sup>nd</sup> grade to prepare for and begin celebrating the Sacrament of Reconciliation (or Penance).

Preparation for this sacrament takes place with the teacher along with involvement of the parent(s). First Reconciliation for Baptized Catholics will take place during December.

Group preparation and celebration of this sacrament is offered for 2<sup>nd</sup> grade and older children. If parent and child decide to celebrate the sacrament at an earlier time, or to delay, their decision will be respected, and the parents will be offered assistance in preparing their child, and arranging for an individual celebration of reconciliation.

### **Retreat**

All students in Grades k-4 through 8 make a retreat each year. Visit our website for detail about the five retreats we sponsor annually.

## **NOON HOUR / RECESS**

### **Hot Lunch Program**

Hot lunch is served Monday through Friday by our Food Service Program. Menus are distributed the Wednesday before each new month begins. Students purchase meals in advance. Students bring cold lunch when they do not eat the hot lunch. Milk may be purchased daily. Should a child forget his/her lunch, school will help to connect with the parents to bring their child's lunch, or to provide the hot lunch program.

### **Playground Supervision**

Adequate adult supervision is provided for the entire lunch period. Each adult supervisor is oriented to the rules and responsibilities for play and socialization in building the culture of our Catholic school. Should a problem arise, the supervisor will contact either the teacher on duty or the Principal.

### **Playground Regulations**

- A. Students are to respect the adults on duty at all times.
- B. Answering back and unacceptable language will not be tolerated.
- C. Fake wrestling and other behaviors of 'attacking' another **are not** forms of play.
- D. During the fall and spring months, organized games are recommended.
- E. Large round balls, nerf footballs, plastic bats and balls and tennis balls are safe playground equipment and will be allowed on the playground.
- F. The only snow rule is: Don't pick it up.
- G. When playing near the snow banks students are reminded to stay inside the bank area and away from the fences.
- H. "King of the Mountain" or any form of the game is unsafe and therefore not allowed.
- I. Students are never to leave the playground to retrieve balls from the street. An adult should be asked politely for help

## **EXTRA CURRICULARS**

Since students involved in St. Vincent Pallotti School extracurricular activities represent St. Vincent Pallotti School, it is important that these students' academic achievement, behavior, and attitude reflect well upon the name of St. Vincent Pallotti School. These guidelines define the expectations for students participating in St. Vincent Pallotti School extracurricular activities. **Extracurricular activities are permitted only if a student maintains a C or higher in the scholastic areas and has a good attitude.** Exceptions are made in the academic area when a student is working according to his/her ability level as determined by the teachers in consultation with the principal.

To be eligible to participate in extracurricular activities, a student must maintain a C average as explained above, display a cooperative and respectful attitude, and behave in an acceptable manner. When a student consistently does poorly in school, or shows an uncooperative attitude, the principal will notify the student's parents and coach. If no improvement is seen, the student will be asked to be present for practices and games but will not be allowed to play for one week.

At report card time, any student with an average of 1.9 or lower will be asked to sit out of practices and games for one week. A student contract will be formulated as how improvement will be manifested. If improvement is seen, then the student will be allowed to again play.

Decisions are made at the discretion of the principal in consultation with the teachers. If further discussion is needed, the principal, teachers, parents and the extracurricular director will meet.

### **Altar Servers**

New altar boys and girls are usually recruited from grade 4 early in the first semester. Any interested children will be accepted. Servers must be trained before they serve at Sunday and school Masses. Server schedules for Sunday Masses are sent home with students periodically during the school year. Altar servers are expected to find their substitutes if they are not able to serve at their scheduled liturgy. Training takes place through instruction from the Pastoral Assistant.

### **Scouts**

The scout program available to both boys and girls is organized to give the students a variety of learning experiences. These include social skills, responsibility, team work, etc. A variety of meetings and activities are scheduled throughout the year.

## **Athletic Program**

Students at St. Vincent Pallotti School, both boys and girls in grades 5-8, have opportunities to participate in competitive sports aside from the regular school physical education program. Sports offered include the following: boys basketball, softball and volleyball; girls basketball, softball and volleyball. These opportunities are offered in the after school hours and on weekends. The Athletic Program is sponsored by the St. Vincent Pallotti School Athletic Association which is responsible to the School Board. Parental support of and involvement in the Athletic Program is critically important. Attendance at Athletic Association Meetings is strongly encouraged to provide a good Athletic Program for all eligible students.

Soccer is offered for students in grades 2-6 in collaboration with Woodlands School.

Tamarack School students also partner with St. Vincent Pallotti during our athletic seasons.

Forms for parental permission and indication of student interest are issued seasonally. No student is permitted to participate (or even practice) until parental release is on file with the Athletic Director. All students participating in athletics must have a physical exam every two years.

## **Philosophy**

It is the philosophy of the Athletic Association and School Board of St. Vincent Pallotti (hereafter SVP) to provide its students with athletic programs which are consistent with the educational goals and objectives of the school. Specifically, the athletic programs shall help its participants develop the following:

- A. Better self esteem
- B. Improved personal discipline and responsibility
- C. Christian attitudes towards authority, opponents and teammates
- D. Improved physical well-being
- E. An appreciation of team work
- F. A knowledge of their sport and a mastery of its fundamentals
- G. Good sportsmanship
- H. Positive social relationships with others

## **Policies and Procedures**

### **A. Eligibility**

To be eligible for team membership an individual must:

1. Be enrolled as a student at SVP or be an active member of its Religious Education program, or be a student or a Religious Ed student at a school which has an Archdiocese approved cooperative relationship with SVP, or be a student who, because of unusual circumstances, receives a waiver from the Archdiocese, the league, and the SVP pastor and principal.
2. Meet the academic standards of the Archdiocese as well as those of SVP
3. Submit a signed parental permission form



4. Have a valid (good 2 years) physical form on file at SVP
5. Turn in a completed medical emergency card to the coach
6. Pay the yearly athletic association fee
7. Not play on a non-school team while playing on a SVP team in the same sport

#### B. Coaches Responsibilities

Coaches need to:

1. Comply with all the regulations and certification requirements of the Archdiocese, including completion of 'Safeguarding God's Children'.
2. Follow all the guidelines and policies of SVP which govern their sport and players
3. Maintain good communication with students, parents and school officials
4. Collect, as specified by the athletic director, fees, permission forms, physicals and medical emergency cards and forward them to the appropriate person
5. Have a first aid kit available at all practices and games and a basic knowledge of how to handle simple injuries
6. Have medical emergency cards for all athletics available at all practices and games
7. Conduct well organized, disciplined and instructional practices
8. Be fair and consistent in dealing with the players
9. Be conscientious in handing out and collecting uniforms and other school equipment
10. Be diligent in managing school facilities and maintaining security
11. Submit team rosters to the appropriate person(s) before season games start
12. Be a moral exemplar in speech, attitude and behavior for the kids

#### C. Student Responsibilities

Whereas a no cut policy shall be in effect for all teams, participation in any sports program is a privilege and as such student athletics are expected to:

1. Notify the coach (in advance) of any practices or games that will be missed
2. Display good sportsmanship at all times
3. Demonstrate respect for authority, i.e. coaches, officials, teachers, parents, etc.
4. Conduct themselves in a manner befitting a Christian at all times
5. Comply with all reasonable coaching rules and requests
6. Get into the best physical condition possible and avoid any use or involvement with alcohol, drugs or tobacco
7. Assume full financial responsibility for any school property or equipment with which they are entrusted

#### D. Parents Responsibilities

Parents play an integral role in the development of their children and can help maximize the effectiveness of the athletic program by:

1. Attending as many games as possible as a show of care and support
2. Arranging transportation to and from practices and games
3. Being a role model of good sportsmanship and Christian behavior
4. Relating to the coaches as partners in the development of children
5. Supporting the fund raising efforts of the athletic association
6. Providing fair share of volunteer service to help SVP

#### E. Team Formation

1. Team formation should be done in a way which will allow each athletic to receive personal attention at practices and maximum opportunity for playing times in the games. The Athletic Association will establish the manner in which the formations are determined.
2. Teams will be formed with the intent of keeping team size at a number that insures team stability without sacrificing individual opportunity.
3. Two teams in a given grade level may be formed whenever the number of participants are too many for one team.
4. At the fifth and sixth grade levels teams should be equally talented.
5. At the seventh and eighth grade levels, teams will formed such that one team will be more competitive than the other and the teams will be placed in a league division where competition will be appropriate.

#### F. Playing Above Grade Level

A player may play above his/her grade level under the following conditions:

1. The move solves or eases a potential numbers problem in team formations.
2. The player and his/her parents support the move.
3. The Athletic Association and all involved coaches support the move.
4. The SVP pastor and principal support the move.
5. The majority of the parents of players whose playing times may be affected support the move.

#### G. Practices

1. All practices must be in accordance with the Archdiocese guidelines. As much advance notice as possible should be given whenever a practice must be canceled or when a player must be absent.

H. Minimum playing time

Over the course of a season, coaches should try to find a significant amount of meaningful playing time for all athletics, regardless of ability. Actual playing time may be affected by many factors including the athletics academic status, school and practice behaviors, attitudes and attendance, physical well being, etc.

At the 5<sup>th</sup> and 6<sup>th</sup> grade levels the following minimum playing time standards apply:

\*In volleyball – each athlete shall play in at least 2 games in a 3 game set.

\*In basketball – each athlete shall play in each half of each game.

At the 7<sup>th</sup> and 8<sup>th</sup> grade levels, coaches should try to find playing time for every player to the extent that the games conditions dictate. If and when a player doesn't receive playing time in a given game, every effort should be made in future games to find extra playing time for that individual. Minimum playing time standards need not be observed in tournaments if players and parents have been given written notification by the coach of his/her specific substitution plans and the rationale for the change.

I. Uniforms

The Athletic Association shall make all final decisions on uniforms for all teams.

J. Tournaments

The Athletic Association shall have the final say on which tournaments a given team shall enter. The decision shall be in accord with the guidelines of the Archdiocese and the respective schools. No teams may participate in a tournament which would require a game to be played on a night prior to Iowa Basic Test Week.

K. Grievances and Concerns

Parents and or players may bring their grievances and concerns to the attention of the Athletic Directors. The Athletic Association will try to find a satisfactory solution to whatever problems exist. If satisfactory solutions are not found, the aggrieved parties should bring the situation to the attention of the School Board and/or principal and pastor.

## **Additional School Guidelines**

### **Care of School Property and Equipment**

Students are responsible for helping to care for the school property. This includes things as classroom furniture, audiovisual equipment, restrooms, textbooks, etc. There is no excuse for writing on desks, books or walls or dropping paper on the floors and littering outside the school building. **When a book is lost or property is damaged, the student shall be responsible for the cost of replacement of it.** Any deliberate action that renders the school property unusable will result in replacement of the item by the student and may result in student suspension.

### **Safety and Emergency Drills**

The exit used for an evacuation drill will depend on a student's location in the building at the time of the drill. The classroom teacher shall inform the student of the direction and the exit to use. For a tornado drill, students will be notified over the P.A. or a hand bell will ring and instructions to move to the assigned areas in the basement will be given. Intruder and Active Shooter Drills are a part of the monthly drill cycle conducted each school year.

#### **13.1 Gum Chewing**

Gum chewing is not allowed during school hours. Gum should not be brought to school.

### **Telephone/Cell Phone**

Students who need to phone home request permission from the administrative assistant in the main office, or from their teacher for use of the classroom phone. Phone calls are for emergency or important family communication. Parents can contact the students for emergencies by calling the school office. Students' cell phones are to be stored in back packs, lockers, or teachers desk. Cell phones are to be turned off **before** a student enters the school for breakfast. Phones may be turned on as students exit the building at end- of -day dismissal, after prayer and after the teacher announces that students may exit the classroom. **A student who has a cell phone on his/her person or uses the phone during school hours will have the cell turned-in to the Principal. When a student's phone is collected, only a parent may retrieve the phone from the Principal.**

## **Volunteers**

At times teachers may have a special project, or schedule an academic field trip for which parental help is needed and appreciated. Teachers send communications home to keep parents informed of special times and to request help. We also need grandparents, parents, and alumni to volunteer to listen to children read, review math facts, make special art items, copy, help with holiday celebrations, or assist in similar ways in the classroom.

Cafeteria volunteers are needed daily from 11:00 am – 12:10 pm. **Help is always needed.** If your schedule changes and you can volunteer contact the main office.

## **Safeguarding God's Children**

In compliance with Archdiocese of Milwaukee requirement, anyone who serves as a volunteer with students must complete the training for sexual abuse awareness. Arrangements for training can be made through the school. Sessions are periodically offered through the pastoral associate.

## **Lost and Found**

When something is lost, the child should come to the office to report or inquire about the item. When items are turned in, if they are not claimed within a reasonable time they are given to a charitable group.

## **Supplies**

Children are to bring their own learning materials to school and maintain a constant supply of needed items. Items should be clearly labeled with a child's name.

Several school items such as assignment notebooks, computer disks, and art sketchbooks are available for purchase in the school office.

Supply lists are sent home in June for the fall, and are mailed home in August with the annual 'Before School Mailing.'

## **Class Parties**

Students are permitted to have classroom parties for Halloween, Christmas, and Valentine's Day. Birthday celebrations are at the discretion of the classroom teacher. Room parents may assist the classroom teacher with parties at the teacher's direction. Invitations to individual birthday parties or other parties outside of the St. Vincent Pallotti school day **may never** be advertised or distributed at school.

## **Asbestos**

### Notification of Asbestos Re-inspection – August 2000

In compliance with the U.S. Environmental Protection Agency Asbestos Hazard Emergency Response Act in 1988, we performed inspection of our school building and parish facilities for asbestos containing materials. This plan is available for your review in the administration office. Questions may be directed to the Parish Director of Administrative Services.