



**Parent-Student Handbook  
2023-2024**

*Divine Mercy Catholic School strives to learn, teach, share, celebrate and  
inspire each other to be disciples of Christ*

## **Why do we Exist?**

We of Divine Mercy Catholic Church and School trust in Jesus through daily prayer, celebration of the Sacraments, continual Christian formation, and outreach to neighbors near and far. Our purpose for existence is to lead people to ENCOUNTER Christ, be FORMED in Christ, and PROCLAIM Christ. We accomplish these actions through the four pillars of the faith: Creed, Prayer, Sacraments, and Morality.

Our mission is to proclaim the living Christ, to encounter Jesus as the risen Lord and to successfully form disciples with the knowledge of the 4 pillars of the faith in order to evangelize, share and defend the Catholic faith. At Divine Mercy Catholic School we strive to teach, learn, share, celebrate, and inspire each other to be disciples of Christ.

## **PHILOSOPHY**

Divine Mercy Catholic School seeks to provide a Christian community in which Catholic 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 the 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.

## **OUR MISSION**

The mission of Divine Mercy Catholic School aligns with the Parish philosophy to encounter, to form and to proclaim Christ. Divine Mercy Catholic School strives to teach, learn, share, celebrate and inspire each other to be disciples of Christ.

## **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 develop attitudes, knowledge and skills for responsible moral decision-making concerning human growth and development.
3. To cultivate knowledge and appreciation of different races, cultures and religious beliefs.
4. To develop a Christian conscience, so when conflicts arise they are dealt with in a responsible, respectful and Christ-like manner.
5. 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 develop and demonstrate academic progress commensurate with his/her abilities and talents.
3. To provide students with learning opportunities suited to the strength of the student.
4. 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.
5. To provide assistance to students in the form of enrichment and reinforcement of skills.
6. 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.

### 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 Wisconsin Religious and Independent Schools Accreditation.**

## **SCHOOL'S RIGHT TO AMEND HANDBOOK**

**The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.**

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and the procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbook. Such corrective action may include the termination of the enrollment of the parent's child/children.

It is the goal of Divine Mercy Parish School to partner with parents, students, and staff. With this in mind, parents are asked to sign a Parent Code of Conduct. Listed within this code are corrective actions that will be upheld.

## **ADMISSION(5110, 5110.1, 5111, 5111.1)**

All students who meet the eligibility criteria, and when there is space available, will be admitted into Divine Mercy Catholic School. Families seeking enrollment at Divine Mercy Catholic School will be registered, or placed on the appropriate grade waiting list(s), upon completion of all registration materials. Families enrolling through the Milwaukee Parental School Choice Program or the Wisconsin Parental School Choice Program are registered in accordance with the regulations established by the Department of Public Instruction. Families are encouraged to register during the February Priority Registration Period. A grade level must be stipulated at the time of enrollment, to ensure grade placement.

All students are on probation during the first calendar year of attendance at Divine Mercy Catholic School. Prior to the conclusion of the first trimester, school personnel will review student academic and behavioral performance, in order to determine if the school has the ability to meet the needs of a student. If it is determined that a student requires greater assistance to meet his/her academic or behavioral needs than can be reasonably accommodated, the parents/guardians of the student will be asked to withdraw their child's enrollment from the school. Families will be advised to contact the local public school district to obtain information on the services they provide for children with special academic or behavioral needs. The principal shall make the final decision regarding continued enrollment of the student. The decision is not subject to appeal to the School Advisory Commission.

Students must be 3 years old on or before September 1 in the year he or she proposes to enter school to enter 3 year old kindergarten. Students must be 4 years old on or before September 1 in the year he or she proposes to enter school to enter 4 year old kindergarten. Students must be 5 years old on or before September 1 in the year he or she proposes to enter school to enter 5 year old kindergarten.

## **ARRIVAL AND DISMISSAL**

Supervision before school begins at 7:20 a.m. each day. Students are NOT to be dropped off before this time. Before school care is available upon registration to the School Office for students ages 3-14 years old. School begins at 7:45 a.m. and the tardy bell rings at 7:50. Students must be in seats, ready for instruction by 7:50. Students who enter the building after 7:50am will receive a tardy on the attendance report. Tardies are considered unexcused unless a parent provides a valid excuse. Valid excuses include transportation issues or medical appointments (documentation may be requested). Dismissal of students begins at 3:00 p.m. Students can be picked up by designated person(s) through the car line. Carline dismissal begins at 3:00 p.m.

Arrival and Dismissal Procedures See APPENDIX B.

## **ATTENDANCE POLICY (5112,5113; 5141.2)**

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis.Stat 118.15. The statute requires school attendance of a child ages six to 18 unless he/she : 1) is excused, 2) has graduated, or 3) is enrolled in an alternative of home based private or other education program as permitted by law. The law further requires that any person having under his/her care a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Attendance is the first step in ensuring academic achievement. In order for students to reach their personal best, they must show up and make their strongest effort at school each and every day. Everyday is essential for students to keep pace. Parents/guardians/families are expected to ensure that their children are in school. Parents of legal guardians are required to provide the school with the reason for their child's absences. If your student will be absent from school, please leave a voice mail or send an email to [office@divinemerccysm.org](mailto:office@divinemerccysm.org) before 8:00am.

### Sick policy

- Students must be fever free for 24 hours without medication before returning to school.
- Students must be vomit and diarrhea free for 24 hours before returning to school.
- Students sent home from school for fever, vomiting, or diarrhea may not return for a full school day.

### Upon return to school after an absence:

- A written excuse stating the reason for absence is required upon return to school. Please see the section on sick policy/illness for more information.
- An absence due to illness, which is three days or longer, requires a doctor's excuse upon return to school.
- If your child's absence was due to a communicable disease, written permission from a physician is required for re-admittance
- It is the student's responsibility to complete the work that was missed during absence. The time given to complete missed work is equal to the time of the absence.
  - If assignments are not completed during the required time late work consequences may be applied.

Your cooperation in this matter and consideration for all of the students is greatly appreciated. Sometimes children become ill during the day. In the event that you cannot be reached at home, the Emergency Card will be used.

- **Report any changes in the information on the emergency cards, especially changes in phone numbers.**

- Before you make arrangements for longer excused absences , such as 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. All classwork will be provided ***AFTER*** your child returns to school.

***Students who are absent from school due to illness or another reason are not to participate in any school sponsored extracurriculars (sports, scouts, lessons, dances, etc. ) on that same day.***

### RELEASE FROM SCHOOL

A child who is to leave the school premises during the school day should bring either a written notice or call the school office 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/TRUANCY

Chronic absenteeism and tardiness are detrimental to the overall growth and development of a child. 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 and absences are recorded as such on attendance records in the students’ permanent files.

In accordance with Wis. Statute 118.15 a parent will be sent written notification when a child has been absent or tardy for a total of five days in a semester. A second notice regarding habitual truancy will be sent when a student has been absent or tardy for ten or more days in the school year.

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/truancy may include: 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. Continual tardiness or absence will require a plan created by administration, teachers and parents to be implemented. Adherence and completion of the plan may be used as criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

### 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.

### 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. 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, school teachers, social workers, and administrators. Teachers and administrators 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. For the safety of our students, all visitors who come to the school during the school day must stop in the school office when entering, obtain a visitors badge, and receive authorization before visiting classrooms. Parents delivering lunches or any forgotten items are asked to label them and leave them in the school office.

## **COMMUNICATION**

Divine Mercy believes that close communication with the parents is of great importance. Open lines of communication between parents and teachers is essential for the success of students and our school. Parents are encouraged to contact their child's teacher first to address concerns (behavior or academics). If after these initial contacts, it is deemed necessary, parents are asked to contact the principal. 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. All contacts made by the faculty will be done through school email, Bright Arrow, Bright Chat and/or school phone. In keeping with our policy, we do not divulge a teacher's home phone number nor personal emails.

Classroom newsletters to parents are sent home weekly via paper or email depending on grade level. Every other week the school office will send out an email with important information and dates. Remind, a text messaging service, is also used to communicate reminders, information and details. Parents need to subscribe to Remind. Parent Information Night provides an opportunity to meet the teachers and hear about their plans and expectations for the year. Attendance by parents at Parent Information Night is expected by all parents/guardians. In addition, all teachers use Bright Arrow and Bright Chat for communication regarding what occurs in class, reminders, and to address individual concerns, situations, or needs. **Parent communications in the form of email, Bright Arrow and Bright Chat will be responded to within 24 hours. If a message is sent on the weekend, it will be responded to by Monday. Teachers and staff are expected to return messages within 24 hours.**

## **CONFERENCES (5124.1)**

### **PURPOSE OF CONFERENCES**

Conferences are 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 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.

### **CONFERENCE TIMES**

Parent/teacher/student conferences are scheduled for all families near the end of the first trimester. Both parents and students are expected to participate in these scheduled conferences. 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.

### **CONFLICT RESOLUTION (1312.1)**

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools of the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child. Inherent in the parents' choice of a Catholic school for their child is the understanding and expectations that they will support the school's mission and its commitment to the principles of Catholic value and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school not display distrustful, disruptive, or harassing behaviors toward parish and school staff.

### **DISAGREEMENTS**

Most disagreements can be resolved through good communication with a spirit of mutual respect and cooperation. Accusations, harassment, and discourtesy towards the administration and faculty are never acceptable methods when trying to resolve conflicts. 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.
- The pastor may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor for final consideration.



**Final resolution resides with the pastor and there is no additional appeal of the decision at the archdiocesan level. The Parish Pastoral Council nor the School Advisory Commission is not involved in the grievance proceedings and is not a source of appeal.**

### **CURRICULUM (6135; 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 K5-8) health, music, art and physical 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. Third grade students participate in a Bicycle Safety Program.

### **Disruption of Instruction**

Occasionally events occur that may disrupt the ability of our school to deliver in-person instruction to students. Disruptions may be classified as : short term, immediate term, or long term.

**Short Term disruption** is defined as one to five days of in person instruction is lost. In case of this situation, instruction may be recouped at the end of the school year at the discretion of the school administrator. Disruptions of such may be due to school closing for inclement weather, power outages, etc.

**Immediate Term disruption** is defined as a loss of in-person instruction for six to fifteen days. During this time students will receive virtual instruction. The platform will be Schoology for students in 3rd-8th and Class DOJO for students in K3-2nd.

**Long Term disruption** is defined as a loss of in person instruction of sixteen or more days. During this time students will receive virtual instruction. The platform will be Schoology for students in 3rd-8th and Class DOJO for students in K3-2nd. If students are in need of a device in grades 3rd-8th, a school issued chromebook may be borrowed. Parents and families accept full responsibility of replacement of the device (\$250) in addition to any damage done while the device is being used by the student.

### **CUSTODY (5124.2)**

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 (5144)**

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

1. Provide the child with a God-centered education during the formative years.
2. Helping to develop students into committed Christians by means of a Christian atmosphere, and by

participation in meaningful liturgies.

3. Offer the child a highly qualified faculty, dedicated to a superior 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 Catholic 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 foster self-discipline, cultivate a proper respect and cooperation with all persons in our daily lives, and to provide an environment conducive to learning.

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

### SCHOOLWIDE PROGRESSIVE DISCIPLINE PLAN

The Divine Mercy Catholic School's progressive discipline plan provides behavioral expectations and procedures for students that are designed to ensure a safe and caring environment for all students and staff. Divine Mercy will maintain a firm, fair and consistent system for handling behavioral infractions. Students at Divine Mercy will abide by the following School wide Behavioral expectations:

1. Be safe
2. Be respectful to myself, others, and property
3. Be responsible
4. Do our best!

All classrooms/grade levels have a class specific set of expectations/discipline plan based on Schoolwide expectations. It will be provided to the students and parents at the beginning of each school year. These methods include both rewards and consequences.

### **Level One Behavior Infractions Include**

Inappropriate language (cursing)

Physical contact (minor pushing, shoving, horseplay)

Non-compliance

Dress code violation

Minor class disruption (excessive talking)

Lying/cheating

Inappropriate use of school property or materials (includes Chromebooks)

Cell Phone violations (see cell phone policy)

Level 1 Behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan. To ensure students demonstrate appropriate behaviors in the classroom, procedures and routines must be frequently modeled and practiced.

### **If the behavior persists, the classroom teacher must:**

1. Conference with the student
2. Document the behavior with a referral form that is completed by the students and teacher; completed copy shared with parents
3. Contact the parents and send home the referral form

### **Other behavioral consequences and interventions could include:**

1. Meeting with the parent

2. Reflection time in another classroom
3. Student Behavioral intervention Plan

**Once a student accumulates three level 1 infractions in a trimester, the student will be sent to the office with a discipline referral to conference with the principal.**

**Level 2 Behavior Infraction Procedures**

Level 2 behavior infractions or students reaching habitual discipline level will receive an **immediate** referral to the office to conference with the principal.

**Level 2 infractions include:**

Abusive/Inappropriate language toward staff or fellow student  
 Fighting  
 Major pushing and shoving  
 Major disrespect/insubordination  
 Major classroom disruptions/tantrums  
 Major verbal altercations between students  
 Theft  
 Habitual discipline

**Upon referral the following will occur:**

1. Conference with the student
2. Document the behavior with a referral form which is then given to the principal. Form will be reviewed and filled out with the principal.
3. Contact the parents and send home the referral form . Form must be signed by parents and returned to school.

**Other behavioral consequences and interventions could include:**

1. Meeting with the parent
2. Reflection time in another classroom
3. Student Behavioral intervention Plan

**Possible consequences and interventions could include:**

Loss of privileges  
 Required Parent Conference  
 In class behavioral support  
 Detention  
 In school suspension up to 3 days

**Level 3 Behavior Infraction Procedures**

Students committing a Level 3 behavior infraction will be **immediately** sent to the office with a referral and their parents will be contacted by the principal. **Level 3 infractions will receive an immediate out of school suspension for a specific period of time and possible expulsion.**

**Level 3 infractions include:**

Threats of violence  
 Alcohol/drugs/tobacco use or paraphernalia  
 Immoral conduct  
 Vandalism/tagging  
 Weapons  
 Arson

**Detention**

**Detentions may include: omission of the lunch hour recess or the after-school holding of a student from grades K5 through 8 from 3:20 to 3:50. Detentions are served under the supervision of a classroom teacher or principal, and as a discipline option students may be required to perform community service duties during that time.**

**Suspension**

**Suspension is given for serious cause and is normally an in-school suspension. In-school suspensions last from one to five days. The principal will determine the conditions of the suspension. Generally, the student will be isolated from his/her peers for the entire day, including lunch and recess. The school will provide supervision for the student. Out-of-school suspension will not last more than five 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 an out-of-school suspension.**

**Expulsion**

**Expulsion is considered a termination of enrollment for an extended period of time or permanently. Expulsion results from repeated refusal to obey school rules or any 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.**

**DRUG AND ALCOHOL POLICY****DRUG**

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**

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.

### **BULLYING AND HARASSMENT (5131.1)**

It is imperative to maintain an education environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environment, including any property or vehicle owned, lease, or used by the parish/school. This includes public transportation regularly used by students to go to and from school and/or events. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to :

- Physical assaults, hitting, punching, kicking, theft or threatening behavior
- Verbal threats or intimidation language, teasing or name calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or sending of insulting messages or pictures by mobile phone or by use of the internet

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

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

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

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

### **REPORTING**

Any person subjected to harassment should contact any adult on the school or parish staff. The person who is notified of the incident must immediately report the information to the principal or pastor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer Mediation
- Professional counseling
- Referral to outside agencies

- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis.Stat.48.981. According to the archdiocesan protocol, any case involving sexual misconduct also must be reported to the Safe Environment Program Manager.

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.

### BULLYING PREVENTION POLICY

It is the responsibility of all staff, students, and community members of Divine Mercy to ensure our school is a safe, caring place where everyone is respected and no one is bullied.

**Bullying** occurs when someone repeatedly with words or actions, hurts, frightens, threatens, or leaves someone out on purpose. Some examples of bullying include the following incidents **that are repeated over time**:

- Pushing, hitting, kicking or throwing things at someone
- Constant name calling or teasing
- Threatening to hurt someone
- Always leaving someone out on purpose and/or forming cliques that do not allow students purposefully
- Spreading rumors about someone, including cyber bullying on social media

Students who believe that they are being bullied or have seen another student being bullied, should immediately report the problem to a teacher or another staff member.

### Consequences of Violating Anti-Bullying Policy

After an investigation, administration will take steps when a student is found to have violated the Anti-Bullying Policy:

1. Meeting with student

School administration will meet with the student to discuss the incident and reinforce that bullying will not be tolerated. Students will also be reminded of behavior expectations and signed code of conduct.

2. Notification and meeting with parents

School Administration will notify parents of all students involved in the bullying incident.

3. Removal from school

Students found to have violated the Anti-Bullying Policy will receive an immediate out of school suspension for a specified number of days.

4. Resolution & Behavioral Intervention Plan

Upon the student's return, the student will be asked to write an apology letter to the student who was bullied. The previously signed code of conduct signed by the student will also be reviewed with students. A behavioral intervention plan may also be developed by staff to ensure the incident does not happen again. If behaviors continue, expulsion will become a consideration. Expulsion process will follow the Archdiocesan process.

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 address.
- 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 enacted 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.

### 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 parents. 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.

### POLICE QUESTIONING AND APPREHENSION (5145)

Law enforcement officers may not remove a student from the parish/school building for questioning while the student is properly in attendance without the permission of the student's parent, regardless of student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify parents before allowing a pupil to be

questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

### 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)**

All new students who enroll at Divine Mercy School are placed on probation for one year. For all students, major offenses such as the following may lead to probation, suspension, and/or expulsion: Truancy, smoking on school premises, bringing to school potentially harmful objects, including weapons or look alike weapons, possession or use of alcoholic beverages or drugs, deliberate destruction of school property, stealing, leaving school grounds without permission of the principal, any violence, use of a cell phone or computer which is harmful to other students, any form of sexual abuse, defiant attitudes or gestures directed toward authority, fighting/physical violence, habitual obscene and/or inappropriate language, threats verbal or written which imply physical harm, hazing or hazing type initiations, bullying, cyberbullying or aggressive behaviors.

#### *PROBATION*

- The school principal may place a student on probation for a trial period.
- After a conference is held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from probation.
- The principal's decisions are final.

#### *SUSPENSION*

- Suspension is justified only in unusual circumstances and is normally an in-school suspension.
- 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.
- In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school.
- Out-of-school suspension is considered a rarity and the decision is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held.
- An Out-of-School suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension may be necessary for investigative purposes.

#### *EXPULSION*

- As a definition, expulsion is considered a termination of enrollment, either permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a last measure.
- Expulsion results from repeated refusal to obey school rules or conduct, which endangers



property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be the cause of expulsion.

- The Archdiocesan Superintendent of Schools/Designee is to be informed before any action leading to expulsion is taken.

#### ARCHDIOCESAN EXPULSION PROCEDURES (5144)

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parent/legal guardian shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The expulsion hearing committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board or School Advisory Committee are not appropriate members.
- An expulsion is not a legal procedure; therefore neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the Pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the Principal is present for the entire hearing itself and during deliberations of the hearing committee.
- The school office (e.g. elementary principal, high school principal, dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that lead up to the initiation of the expulsion process, along with the supporting documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and to reason as to why the expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 min) is given to both sides for questions, responses, and final summative comments. Any last question from the hearing committee can occur at this time also.
- The hearing ends and the school representative, student, and the student's parents left. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The Pastor/High School Administrator can accept the recommendation totally, in part, or reject it all together. The Pastor at the elementary level or the principal at the high school level has the final responsibility to expel or not.
- The family of the student is informed of the decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the Pastor and principal no later than the day after the hearing.. If the decision to expel is upheld, a date and time when the expulsion becomes official are also indicated in the letter. The parent is given the right to withdraw the student before the deadline; this withdrawal must be done through a written notice signed by the parents. The letter must include the notification of the right to appeal the decision.

Appeal

The student or his/her parents or legal guardian may within five (5) school days following the notification of expulsion appeal the decision to then Pastor/School president in writing with rationale for appeal. The Pastor/School President will review facts and investigate that correct procedures were followed as defined by Archdioceseian and school policy. If procedures were not followed, the Pastor/School president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal at the Archdiocesan level.

Procedural guidelines for expulsion hearings in elementary and middle schools are outlined in section 5144 of the Milwaukee Archdiocesan Policy Handbook.

**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, desks, chromebooks, technology (IPADS, Tablets) and textbooks 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 the 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. 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

**SEARCH AND SEIZURE**

Parishes/schools reserve the right to search anything brought onto parish/school property or grounds.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of a routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal contraband materials found during a search shall be turned over to law enforcement individuals.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

### **DISTRIBUTION OF FLYERS, LETTERS, ADS, YARD SIGNS, 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. Digital copies of flyers, information to be included in the mailer, or ads need to be shared to the office email, [office@divinemercysm.org](mailto:office@divinemercysm.org), **NO LATER THAN 8:00** on Monday of the week it is to be published.

### **DRESS CODE (5132)**

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

Any violation of the uniform policy will result in the student's parent/guardian being notified. **A second violation of the code will result in non-participation for the remainder of the school year out of uniform days.** If a student continues to violate the uniform policy, a parent meeting will be required to address the issue with the possibility of probation.

### **UNIFORM GUIDELINES (GRADES K4-8; BOYS AND GIRLS)**

- Uniform shirts must be white, navy blue, or red knit polo shirt with collar (long or short sleeves)
- Uniform pants or corduroy dress pants may be worn in navy blue or black. All pants are to be in a dress style, made from khaki (not khaki colored), twill or polyester. Pants can not be made from denim, jegging material, or knit. Sweatpants or cargo pants are not allowed.
- Girls may wear the hamilton plaid jumper, skort, or box-pleated skirt (length may not be more than 2 inches above the knee) or a navy blue skort, skirt and jumper.
- Navy blue or black uniform shorts (khaki or twill material) may be worn during the months of August, September, May, and June. If the weather continues to stay warm beyond September, the "shorts" season may be extended to October 15<sup>th</sup>.
- White, red or navy blue long-sleeved undershirts may be worn underneath the short-sleeved uniform shirts from October 1st- May 1st
- Uniform approved track jackets & crew sweatshirts may be worn October 1st - May 1st
- School uniform crew sweatshirts in navy blue with Divine Mercy or Wildcats logo may be worn over polo shirts (**NO** athletic hoodies). The uniform approved track jacket may be worn over polo shirts.
- Cardigan, v-neck, or crew neck sweaters in solid color navy blue ,white or red may be worn over polo shirts from October 1st - May 1st.
- Socks may be red, white, navy or black. Socks should be ankle length and visible above the shoe.
- Solid red, white, navy or black tights or footless tights may be worn under skorts, uniform jumpers or skirts. (no patterns)
- Comfortable, safe shoes; a gym or athletic style shoe is best (**NO** Crocs, open backs, sandals, flip flops, short or tall fashion/dress boots, or heels)
- Shorts must be worn at any time under the uniform jumper or skirt. Shorts may not show or be longer than the uniform.

- Solid navy or black leggings (not jeggings) or tights must be worn under uniform skirts, skorts or dresses from October 1st - May 1st for girls of all ages.

### **GENERAL DRESS CODE GUIDELINES**

- **Uniform shirts must be tucked in at all times.** (even under track jackets/sweatshirts)
- 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.
- Make-up for students in 5th grade and up should be minimal (mascara/blush/concealer). No eyeliner, eyeshadow, lip gloss or lipstick.
- **No artificial nails.** Nail polish may be worn as long as it is neutral/nude colors (e.g. clear, nude, light pink only).
- 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. **Hair color must be natural.** No peek-a-boo color, highlights or dyed hair allowed (this includes temporary colors).
- Accessory headbands are not permitted (eg. unicorn horns, cat ears, large bows).
- Earrings (no more than 2 per ear lobe) can be worn. Earrings must not be dangling in style.
- Fashion necklaces, bracelets or rings are not permitted. A simple cross may be worn under a student's shirt.
- During the winter, boots should not be worn during the school day. A change of shoes **must** be brought to school.
- No temporary tattoos/henna/drawing on skin, etc.
- All of the above guidelines apply on uniform and non-uniform days.

### **OUT-OF-UNIFORM DAYS**

On all designated "out-of-uniform" days, the following guidelines apply:

- Shirts **must** have a sleeve. No tank tops, tank dresses, crop tops or peek-a-boo shoulders.
- Shorts **must** be as long as uniform shorts (no more than 2" above the knee, NO ATHLETIC SHORTS).
- No leggings, yoga pants, sweatpants ,jeggings or athletic pants.
- Crude, violent, drug or alcohol paraphernalia, or grotesque logo clothing or backpacks are not permitted
- No hoodies
- On occasion, "out-of-uniform days" will be used as fundraisers for various causes.
- Students will be allowed to dress down for their birthday. Summer birthdays will be celebrated on designated days in May. **If it is a Mass day, students may dress down the day previous or following.**
- JEAN passes can only be used on Mondays and Fridays (cannot be used on the last Friday of the month on our \$1 out of uniform day). Jeans or jean shorts (August, September, May & June) must be worn. No exceptions. No torn, ripped, shredded, cut/modified, worn out jeans. Regardless of if there is fabric underneath the rip or tear.
- Spirit Days will be the first Monday of every month. Spirit shirts must be worn with a uniform bottom. Spirit wear includes t-shirts, sweatshirts (hoodies acceptable), team uniforms, or items that contain the Divine Mercy Logo. Students may also wear shirts that are red, black or white.

**\*Please Note: There are only 2 days that athletic pants are allowed - Soles for Education Walk in October and Fun Run in May. An email from the school office will be sent when those dates occur.**

**\*\*Extremely short shorts/skirts/dresses (more than 2" above the knee), halter-tops, tank tops/spaghetti strap tops, shirts with rude or suggestive expressions, rock groups/singers, alcoholic labels, jeans with holes and frayed hems, are examples of inappropriate clothing. Students who wear inappropriate clothing on out-of-uniform days will be asked to call home immediately for a change of clothes and considered in violation of the uniform policy. \*\***

**School Spirit Days** (the 1<sup>st</sup> Monday of every month)

- **Spirit wear shirts must be worn with a uniform bottom.**
- Spirit wear includes t-shirts, sweatshirts (hoodies with the Divine Mercy Logo acceptable), team uniforms, or items that contain the Divine Mercy Logo are acceptable. Students may also wear clothing that is red, black or white.
- Out of uniform guidelines apply

**\$1 out of uniform** (the last Friday of every month)

- Out of uniform guidelines apply.
- To participate, students must pay \$1.
- **Jean passes may not be used**

### **ELECTRONIC COMMUNICATION DEVICES**

The use of electronic devices such as iPods, iPads, smart watches, games, cell phones and beepers, etc. is prohibited by students on school grounds, during the school day, during school field trips and/or school activities. The school is not responsible for them if lost, damaged or stolen. Unauthorized use will result in confiscation. If there is a need for a child to have a cellphone, an electronics pledge must be signed and below expectations will be followed:

- Cell phone need to be turned off during school hours
- Cell phones will be turned into homeroom teachers. Each device will be returned at the end of the day to students.

Students in violation of the pledge will have the following consequences:

- 1st offense- electronic device confiscated and parents must come to the office to retrieve; student will receive one detention
- 2nd offense- electronic device confiscated and parents must come to the office for conference and to collect; student will have a week of detention
- 3rd offense- electronic devices confiscated and parents must come for conference and to collect; students will serve a 2 day in school suspension.

### **EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER (6114.6)**

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

**DIVINE MERCY SCHOOL CLOSED  
OR**

**SOUTH MILWAUKEE SCHOOLS ARE CLOSED.**

In addition, a reminder will be sent to all parents via REMIND as well as notifications on the Divine Mercy Facebook page, and a notification on your child's Classroom DOJO.

Except in the case of an on-site problem, Divine Mercy School will close only when the South Milwaukee 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 a 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.

### **ENVIRONMENT**

Adherent to the AHERA, all elementary and secondary schools must develop and implement a plan for managing school building materials that contain asbestos. Specific practices within the plan include, but are not limited to, periodic inspection, maintenance, removal of particles and annual notification. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials. The complete asbestos plan is accessible through the parish office with the Director of Administrative Services (DAS).

### **EXPECTATIONS IN BUILDING**

#### **Cafeteria Expectations**

Students will:

- Enter cafeteria using a level 0 voice
- Listen and be respectful to all cafeteria staff members
- Keep hands, feet, and objects to themselves and be respectful of others personal space
- Eat their own food (sharing is not allowed)
- Walk in cafeteria
- Ask for permission to leave the cafeteria to use restroom and/or to go upstairs
- Clean up after selves (tables, benches, trays, and floor)

#### **Hallway Expectations**

Students will:

- Level 0 voice (silence) at all times in halls
- Walk
- Have a pass when walking in halls

### **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 cafeteria or Parish Activity Center. Prior approval from the Parish Buildings and Maintenance Supervisor in the Parish office is required to reserve

the space. Students can enter the scout program as early as kindergarten (K5).

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 the Sports Program section.

Students can also become a member of the school choir.

### **EXTENDED CARE**

Divine Mercy School offers an extended care program from 6:30 A.M. to 7:20 A.M. and from 3:30 P.M. to 5:00 P.M. Further information on registration, fees and other concerns is available throughout the school year from the school office. Students not registered in after care who remain in the office after 3:30 will be charged \$10 per every 5 minutes. Money will be due to the office by the end of the week of occurrence.

### **FACULTY MEETING / IN-SERVICE DAYS**

Ten in-service days are mandated by the Archdiocese on the master calendar. Students have early release time twice a month at 11:30, so the staff has collaboration time to address: grade/subject level meetings, curriculum design, the Common Core State Standards, consistent scope and sequence, and best practices for school improvement.

### **FIELD TRIPS (6153)**

#### **PROCEDURES**

Field trips enrich the instructional program by using community resources, which are related to the school curriculum. Such trips reinforce and enrich the teaching-learning process. All school sponsored field trips or service experiences must have a clear, educational purpose and link to specific standards. 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 guardians 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. All chaperones are required to present documentation or proof of attending Safeguarding God's Children as well as completion of a background check. 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.

### **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. The commitment by our parish community is strong; with an understanding of the value and importance of investing in our youth as a mission of the church. To help offset costs, fundraising is essential. The school has several fundraisers throughout the course of the year for parents to assist with. In addition to the parish fund-raisers, the school sponsors several of its own events.

Certain field trips or service opportunities (such as mission trips) will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor *and* the principal. All funds raised must pass through the parish/school and must be used for costs associated with

the field trip. No individual students or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the field trip is canceled for any reason, all funds raised are the parish/schools and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision made by the principal on the use of funds is final.

Parent and/or family service is essential to the success of many of the school and parish activities. Additionally, service builds and fortifies the community at large and models to our students the importance of being a part of a community and giving back. Volunteer or service time can be done through a variety of opportunities. A list will be provided at PIN night as well as throughout the year. ***While gratefully acknowledging that many school parents give considerably more time, we expect that every school parent/family gives a minimum of 10 hours of volunteer/service time.***

### **GENDER IDENTITY**

All required school documentation (e.g. registration/application form, official records/transcripts, official school communications, other forms etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun."

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual use the bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on the parish or school property, with the purpose of a potential or actual "gender assignment."

### **GOVERNING BODY (2100,2103, 2110,2205)**

Divine Mercy Parish School is a non-profit organization governed by our pastor, Fr. Joseph Sebastian. The pastor is the governing authority for the school. The principal is the administrator of the school. The School Advisory Commission provides consultation to both the pastor and principal on school governance issues. The Office for Schools, under the authority of the Superintendent, assists Catholic schools and parishes in designing, implementing, and evaluating quality programs and approved policies. The pastor is the chief administrative officer of the parish. Together with the school administrator, he executes the policies of the local parish and the policies of the archdiocese in relation to parish educational programming. The direction and evaluation of the parish school program is delegated to the principal, with the pastor retaining the right of consultation. The supervision and evaluation of the school staff shall be designated to the principal.

### **HEALTH**

#### **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 readmission 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, guardians, 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 (teacher in charge, administrative assistant) 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 teacher in charge or designee will assume this role, unless any delay might result in further injury or death.

### HEALTH PROGRAM

A nurse from the South Milwaukee/St. Francis Public Health Department visits and consults with the school on a regular basis. Vision screening is done in kindergarten and fifth grades and upon request of a parent or staff member. Hearing screening will also be completed upon request. The Health Department nurse also works with the school to audit immunization records and to contact parents who are non-compliant with the requirements of the Wisconsin Student Immunization Law.

It is the duty of the parent to see that the child has been properly immunized. Wisconsin Immunization Law requires the minimum immunizations for each grade level to be on record at the school within 30 days of entrance. Parents may contact the school office or the local health department to obtain current information on grade level immunization requirements. It is recommended that each child receives a health examination prior to entering 4 or 5 year old kindergarten.

### 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 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(5141.31)

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 7<sup>th</sup> grade. 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.

### MEDICATION (5141.5)

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.

Prescription medication must be sent to the school office in a pharmacy-labeled container with the student's name, name of prescriber, name of prescription medication, the dose, effective date, and directions for administration. 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 with a signed consent form.

### NON-PRESCRIPTION DRUGS

Non-prescription drugs may be taken during the school day with permission from a parent. A parent/guardian medication authorization form- non prescription medication form must be filled out. 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 monthly.

### HOMEWORK (6154)

#### GENERAL GUIDELINES

Homework is the responsibility of the student. As an extension of the classroom lessons, homework is necessary for the reinforcement of facts, application of what has been learned, 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 that 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, and 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. 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.

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. ***Homework will be provided after the vacation.*** 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.

### **HOURS OF INSTRUCTION (6112)**

The school day shall be scheduled by the administration, within the requirements of the state law and regulations, to offer the greatest educational advantage.

### **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. 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.

### **LIBRARY POLICY**

At the beginning of the school year, library volunteers review the books and other materials housed in the library. Outdated, seldom-used, and worn books/materials are examined and discarded after careful consideration. The decision to remove books/materials from the library is based on the frequency of use by students, as well as students' requests from previous years. Scholastic Book Fair funds and donations are used to update the library selections. Parents are welcomed and encouraged to volunteer in the school library, as well as donate books to the library.


### **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. All meals follow the USDA guideline for nutrition. Cost of lunch is \$3.10 (which includes milk). Milk can be purchased separately. The cost of milk is \$0.40.

## SCHOOL WELLNESS POLICY

	
DIVINE MERCY SCHOOL	
<b>School Wellness Policy</b>	
<b>Preamble</b>	
<p>Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;</p> <p>Whereas, good health fosters student attendance and education;</p> <p>Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;</p> <p>Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;</p> <p>Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;</p> <p>Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;</p> <p>Whereas, schools around the country are facing significant fiscal and scheduling constraints; and</p> <p>Whereas, community participation is essential to the development and implementation of successful school wellness policies;</p> <p>Thus, the Divine Mercy School is committed to providing an environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Divine Mercy School that:</p> <ul style="list-style-type: none"> <li>● The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.</li> <li>● All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.</li> <li>● Foods and beverages sold or served at school will meet the nutrition recommendations of the <i>U.S. Dietary Guidelines for Americans</i>.</li> </ul>	

- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, Divine Mercy School will participate in available federal school meal programs.
- Divine Mercy School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

**TO ACHIEVE THESE POLICY GOALS:**

**I. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

**School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

Divine Mercy School will engage students and parents by way of surveys regarding the lunch program.

**Free and Reduced-priced Meals.** Divine Mercy School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, our school may utilize electronic identification and payment systems as well as promote the availability of school meals to all students.

**Meal Times and Scheduling.** Divine Mercy School:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- will schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.;
- will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the school meal programs. As part of the school's responsibility to operate a food service program, continuing professional development will be available for all nutrition professionals in the school. Staff development programs might include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**Sharing of Foods and Beverages.** Divine Mercy School discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in this elementary school will be sold as a balanced meal. If available, foods and beverages sold individually will be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal program during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

- **Beverages**

- Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages;
- Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

- **Foods**

- A food item sold individually:
  - will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
  - will have no more than 35% of its *weight* from added sugars

**Fundraising Activities.** To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition standards for foods and beverages sold individually. Divine Mercy School will encourage fundraising activities that promote physical activity. The school will make available a list of ideas for acceptable fundraising activities.

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The school will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- **List of "Healthier Choice Snacks"**

Unsweetened Fruit Juices	Pretzels	Vegetable Juices
Air-popped Popcorn	Skim or 1% Milk	Baked Chips
Graham Crackers	Animal Crackers	Wheat Bread
Saltines		
Fresh Fruits	Reduced Fat Peanut Butter	
Fresh Vegetables (cut up)	Nuts	
Canned Fruits/Fruit Cups (in juice)	Yogurt (low fat or fat free)	String Cheese
Go-Gurt	Low Fat Cottage Cheese	
YoJ	Single Sliced Cheese	

**Rewards.** Divine Mercy School will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** The School will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The school will disseminate a list of healthy party ideas to parents and teachers.

**School-sponsored Events (such as, but not limited to, athletic events, dances, or performances).** Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above).

## **II. Nutrition and Physical Activity Promotion and Food Marketing**

**Nutrition Education and Promotion.** Divine Mercy School aims to teach, encourage, and support healthy eating by students. Our school will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

**Integrating Physical Activity into the Classroom Setting.** For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communication with Parents.** The school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will offer healthy eating resources for parents and post nutrition tips on the school website or weekly newsletter. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The school will provide parents a list of



foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

**Food Marketing in Schools.** School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

**Staff Wellness.** Divine Mercy School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

### III. Physical Activity Opportunities and Physical Education

**Physical Education (P.E.) K-8.** All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 150 minutes/week for elementary school students and 225 minutes/week for middle and high school students) for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Daily Recess.** All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Outdoor recess will occur dependent on weather conditions. Inclement weather, meaning but not limited to, rain, excessive snow, and temperature including the wind chill below 10 will result in indoor recess. During this time students will be taken to the gym for exercise and activity.

The school discourages extended periods (*i.e.*, periods of three or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities Before and After School.** Divine Mercy School offers extracurricular physical activity programs and interscholastic sports program. The school offers a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

**Physical Activity and Punishment.** Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

#### **IV. Monitoring and Policy Review**

**Monitoring.** The principal or designee will ensure compliance with established school-wide nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the school principal.

**Policy Review.** To help with the initial development of the district's wellness policies, the school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review its nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements.

#### ALLERGY CONCERN STATEMENT

Some students at our school have severe allergies to peanuts, shellfish, eggs, and dairy. In those grades where students have severe allergies, we will request that snacks and class treats be totally allergen free. Our school works diligently to keep all of our students safe; your support is greatly appreciated.

#### TREATS: HALLOWEEN, BIRTHDAY, VALENTINE'S DAY

Students are permitted, but not required, to bring treats to pass out for special occasions.. In classes that have students with allergies, treats that contain allergens are NOT permitted.

#### 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. Children who are disrespectful to supervisors will be removed from the recess environment and reported to their teachers.
7. Games involving tackling and pushing are not allowed.
8. No hard balls are to be used.
9. Snowball throwing is not permitted on school property or adjacent streets.

## MILWAUKEE and WISCONSIN PARENTAL CHOICE PROGRAM

### ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN THE MPCP and WPCP

Under 119.23(2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the Milwaukee Parental Choice Program. For the 2018-19 school year, the family income of a student new to a choice program must be at or below the amount listed in the table below for the program the student is applying for. If a student is continuing in any of the choice programs or was on the choice waiting list for the same Choice program in the prior year, he or she does not need to meet the income limits. Family income includes the income of the student's parent(s)/legal guardian(s) that reside in the same household as the student applicant. If the student's parents/legal guardians that reside in the same household are married, their income is reduced by \$7,000 when determining income eligibility for the program (*i.e. married family income minus \$7,000 is the income amount married families compare to the tables below*). Family size includes parents/legal guardians and their children by birth, marriage or adoption that reside in the same household as the student applicant.

#### **Table 2 – WPCP Only Income Limits 220% of the Federal Poverty Level for**

A private school may, in addition to the state aid payment it receives, charge a choice student in an amount determined by the school if both of the following apply: (a) the student is in grades 9 through 12; and (b) the family income of the student exceeds 220% of the federal poverty level as listed above. The private school makes the determination whether the school can charge a Choice student tuition in grades 9 through 12. The private school must establish a process for accepting appeals to the school's governing body related to the school's determination to charge a Choice student tuition based on the student's family income.

**Students will not be admitted to Divine Mercy School if they have been expelled from another school.**

**Students with special needs will not be accepted at Divine Mercy if the school is unable to accommodate their special needs with minor adjustments.**

### APPLICATION AND APPEALS PROCESS FOR APPLICATION REJECTION

Applications to the Milwaukee Parental Choice Program may be submitted from the first to the twentieth of every month. 119.23(3)(a) states that a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may reject an applicant for not meeting income, age, and residency requirements, or for losing a random selection lottery. Under Divine Mercy Parish School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school administrator that the applicant was improperly rejected. The evidence must include income and residency documentation. The school principal shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

### **Promotion Requirements for students promoted from fourth grade to fifth grade and from eighth grade to ninth grade:**

The following is Divine Mercy Parish School's fourth and eighth grade promotion requirements' administrative policy in accordance with state standards:

Students who are promoted from fourth to fifth and eighth grade to ninth grade will be required to meet all of the following criteria:

- a. Criterion #1 – Academic performance is defined as proficiency levels in reading, writing, English/language arts, mathematics, science and social studies that are measured and defined by classroom assessment based on the Wisconsin State Curriculum Standards.
- b. Criterion #2 – Test results are a proficiency level of basic or above, which is measured and defined by the Wisconsin Forward Test, in reading, writing, English/language arts, mathematics, science and social studies.
- c. Criterion #3 – Recommendations of teachers based solely on a student's academic performance.

**NOTE:** Based on Milwaukee Archdiocese policy, Divine Mercy Parish School cannot deny promotion to a student twice in his/her attendance from K5 to 8<sup>th</sup> grade. In other words, students may be retained only once during the elementary years.

### **Transfer Credit Policy**

Under 119.23(6m)(a)(8) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant “A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school.”

The following is Divine Mercy Parish School’s policy to satisfy the requirements of 119/23(6m)(a)(8): Divine Mercy Parish School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Divine Mercy Parish School’s academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school’s principal.

### **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.

### **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.

In order to avoid hurting 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 (5140.5)**

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)**

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship. The parish/school respects the dignity of the child. Neither race, color, national origin, ethnicity, sex, or disability shall prevent a child from being accepted in the Catholic school or religious education programs. The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academi, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

#### **Three- K Program**

Students must be 3 years old to enter our Three-K program. Students may enter at any point during the year, as long as they are three. Students do not need to be potty trained to enter into the Three K program. In order to move to 4-year-old kindergarten, a student must be four years old by September 1 of the school year.

#### **Kindergarten**

The 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**

1. Families are admitted into the school community when, the administrator and/or with the inclusion of the pastor, judges the interest and motivation to be in accord with the highest order of Catholic education. As needed, a personal interview will occur. The pastor is the final authority on the admission of a student into the school. The decision is not subject to appeal to the School Advisory Commission.
2. All students are on probation during the first calendar year of their attendance at Divine Mercy Catholic School. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. The decision is not subject to appeal to the School Advisory Commission.
3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
4. In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:
  - a. To all children currently enrolled
  - b. To children of families with siblings currently enrolled in school
  - c. To children of parishioners
  - d. To children from other Catholic parishes
  - e. To children of other religious affiliations

- f. Students for the 6<sup>th</sup>-8<sup>th</sup> grade will be accepted on a discretionary basis following an interview and review of records.
- g.
5. Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies of the programs in which they participate in.
6. Divine Mercy Catholic School offers financial assistance to all students, current and new to help offset the cost of education.

Registration for the coming school year will begin in February. 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 25 in grades K5-8. Slightly higher numbers may be accepted at the discretion of the principal. Class sizes for K3 will be limited to 20 students with When the class size in K4 through Grade 2 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 deposit 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. 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 5<sup>th</sup> and December 20<sup>th</sup>. There is a nominal enrollment fee per family.
- A 10-month installment plan, which also carries a nominal enrollment fee per family. Payments may be made on the fifth or twentieth of the month. Installments are handled through direct withdrawal from a bank account.

Financial assistance is available to all families. Please reach

### **RELIGIOUS FORMATION (6110, 6112.2)**

#### 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 Directors of Religious Education for Divine Mercy at 762-6810.

A 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 level.

### 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)

#### TRIMESTER REPORTS

Formal evaluation of the students' progress is reported to parents at the end of each trimester; November, February and June. Achievement grades are based on the completion and mastery of standards. Grades will be determined by daily classwork, contributions to discussion, group activities, projects, quizzes and tests. **Electronic standards-based report cards will be issued at trimester end.**

**Students in K3, K4 and K5 will receive report cards in January and June only.** Students in K5 will receive "E" for emerging skills, "D" for developing skills, "S" for secure skills, and "NA" for not being assessed. This report card is a narrative based report card that focuses on a developmental continuum. Standards used are Wisconsin Model for Early Learning Standards (WMELS).

Grades on report cards will be a 3,2, or 1 for grades 1st through 3rd and 4,3,2,1 4th through 8th . 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.

### MID-TERM PROGRESS REPORTS

Grades 1 through 8 receive a mid-term report half way through each trimester. 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.

### 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 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.

### SAFE ENVIRONMENT

Any person wishing to volunteer in areas involving direct child contact (e.g. classroom parties, reading to students, coaching or field trips) must undergo "Safeguarding God's Children" training along with a criminal background check. This "Safe Environment" procedure is mandated by the Archdiocesan Office for Schools. Go to [www.archmil.org](http://www.archmil.org), and scroll down to "Promise to Protect." Click on Safe Environment Education Sessions & Resources." Scroll down to "Upcoming Environment Education Sessions" to register online.



## **SCHEDULE OF THE DAY (6112.1; 6112.2)**

K3 through 8	7:40	Doors open
	7:50	Tardy Bell rings/classes begin
	11:10-11:30	Recess K3-2
	11:30-12:00	Lunch K3-2
	11:40-12:00	Recess 3-8
	12:00-12:30	Lunch 3-8
	3:00	Dismissal

## **SCHOOL ADVISORY COMMISSION**

The School Advisory Commission is a group who, along with the pastor(s) and administrator, are dedicated to the promotion and welfare of Catholic education. The School Advisory Commission serves as an advisory body to the school administrator and parish. Its main purpose is to advise on marketing, viability and sustainability of the school. 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. 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.

## **SPORTS PROGRAM (6145.2)**

The Catholic parish/school athletic program serves as an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills, but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and

team play which develops physical skills.

### 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.
- Abiding by parish/school and league policies.

### 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 Director Athletic Association Board Members, administrator, and parish representation. 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 Pastor. Pastor and principal will approve all candidates to the athletic board prior to official elections/appointments take place.

### 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 must be in good standing in either school or Christian Formation to participate. Students may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team and the student maintains the eligibility requirements established by the school administration.

### ELIGIBILITY REGARDING ACADEMICS AND BEHAVIOR

In keeping with Archdiocesan policy, eligibility for sports will be tied to the student's academic, attendance, and behavioral record. In order to be eligible to participate in the Divine Mercy Athletic Program, students must be in good academic standing. This is multifaceted. Students must have all assignments in, maintain a 2 or Developing level throughout the majority of curricular areas (ELA, math, science, social studies), and demonstrate effort within classes. If a student is in violation of the academic standards, he/she may be placed on probation for a designated amount of time to meet academic expectations. He/she will be reinstated at the next Progress Report, Report Card, or end of probationary period. The principal will make the final eligibility decisions. It is the responsibility of the parent(s)/guardians to notify the coach. Failure to do so will result in suspension for the remainder of the season.

If a student receives disciplinary infractions/referrals that result in two detentions, he/she will be suspended for one game and all practices leading up to that game. If a student receives disciplinary infractions/referral that result in a suspension, the student will be placed on probation for a designated amount of time. This disciplinary action which will include non-participation in practice and /or game situations for the designated time. The principal will make the final eligibility decisions. It is the responsibility of the parent(s)/guardians to notify the coach. Failure to do so will result in suspension for the remainder of the season.

### GENERAL REGULATIONS

1. No elementary student may participate in any phase of a formal high school (9-12) athletic program, including practice sessions.
2. No elementary student who attends a Catholic School that offers athletics and is eligible to play may play for/participate in another parish based team.
3. The following sports are regulated by the Archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball. Divine Mercy Catholic school participates in soccer and basketball for the 2022-2023 school year. Other sports may be added based on parent involvement. The sports seasons are defined as follows:
  - a. Fall season- Conference games will not begin before Labor Day. Soccer occurs K4-8 in fall.
  - b. Winter season- Conference games will not begin before Thanksgiving. Basketball occurs 5th-8th in winter.
  - c. Spring season- Follows the winter season and runs until the end of the school year. Soccer occurs K4-8 in spring.
4. All practices, games (independent, league and tournament) **must** take place during the defined sports season with accordance with the Archdiocesan Sports Standardized Schedule. This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school -based teams to continue play outside the defined sports season. This includes **any organized activity such as practices, drills, scrimmages, games, etc.**
5. A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not **in any way give the appearance of sponsorship by the parish/school. Meaning they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school.** They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.
6. A game is defined as competitive play between two teams of different schools during which time and score are kept. A scrimmage is defined as play between two teams of schools during which no time nor score is kept and during which coaches may interrupt to provide coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.
7. A sportsmanship pledge must be displayed at all athletic venues connected to the archdiocese.

### **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 assist in planning 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.

### **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.

### **SUPERVISION:**

- Children will be allowed to enter the building at 7:20.
- 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: Parents in all grades will pick up students in the carline at the end of the day. Students who ride their bikes or walk home (alone or with a parent) will be dismissed after the carline to ensure their safety.
- The school reserves the right to assign any students who are on school grounds prior to 7:15 or who are picked up after 3:30 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.

The school office hours are from 7:45 a.m. to 11:30 a.m. and 12:45 p.m. to 3:00 p.m. School policy dictates that children who have not been picked up by 3:30 p.m. will automatically be sent to Extended Care if registered. If not registered, parents will be charged \$10 per 5 minutes. Money will be due by then of the week of occurrence. If a child is left in the office beyond 4:30 p.m., the local police department will be alerted to the situation.

### **TESTING PROGRAM (5120.1)**

Students in grades K5-8th will participate in MAPS testing three times a year; fall, winter and spring. Each spring a standardized achievement test, the Forward Test, will be administered to students in Grades 3 through 8. Parents and students receive the test results in fall of next year. The results help the school to evaluate the strengths and weaknesses of individual students and help in curriculum planning and evaluation.

### **TRANSPORTATION**

#### **BICYCLES /SKATEBOARDS/IN-LINE SKATES**

Students may bring their bicycles to school and 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.

### **TUITION**

Tuition for parishioner families in 2022-2023 is: \$3,990 for one child attending Grades K4-8; \$6,400 for two children enrolled in K4-8; and \$7,900 for three or more children enrolled in Grades K4-8. Full time K3 daycare tuition is \$4,350. Please contact the school office if you have any questions.

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 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 obtain a visitor pass.
3. Visitor 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 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. Contact the school or 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. Contact the pastoral administrator at the parish office (762-6810) for the dates and locations of future training sessions.

### **DIVINE MERCY SCHOOL PERSONNEL (4100)**

K3	Mrs. Remsz
K3	Ms. Crivell
K4	Mrs. Tammy Knapton
K5	Mrs. Keri Thompson
First Grade	Ms. Stefani VandeSand
Second Grade	Mrs. Vanessa Garcia
Third Grade	Mr. Jamie Lamb
Fourth Grade	Ms. Kayla Bieschke
Fifth Grade	
Sixth Grade Homeroom	Ms. Shelly Roth
Seventh Grade Homeroom	Mrs. Nicole Stegall
Eighth Grade Homeroom	Ms. Erin Lovas
Spanish	Mrs. Lucia Munoz
Resource Teacher	Mrs. Laura Kairis
Computer Consultant	Mr. Jim Rogan
Art	Mrs. Baranowski
Physical Education	Mr. Manny Torres
Athletic Director	
Music	Ms. Eliana Alcocer
Lunch	Ms. Kris Pluskota
School Principal	Mrs. Loreve Rucka
Administrative Assistant	Ms. Stephanie Malkowski

#### School Address

695 College Avenue  
South Milwaukee, WI 53172

School Telephone  
(414) 764-4360

School Fax  
(414) 764-6740

School Office Hours

7:45 A.M. - 3:00 P.M.  
\*\*\* Office will be closed from 11:30-12:30 daily\*\*\*

## **APPENDIX B**

### **ARRIVAL AND DISMISSAL PROCEDURES**

In order to ensure the safety of the children, certain procedures must be followed for arrival and pick-up times at Divine Mercy School. Cars must enter the parking lot off of St. Sylvester Drive making a **RIGHT TURN ONLY**. Cars are not to enter the College Avenue Driveway. Teachers and staff are located in the building to help students arrive at the appropriate classrooms. Cars may then move into the through traffic lane to exit onto College Avenue, either going left or right. Dismissal begins at 3:10 p.m. at College Avenue. Dismissal ends at 3:30. Please be patient and be aware of surroundings. Do not block driveways of properties in the surrounding neighborhood. If you need to assist in buckling your children in, please use the through traffic lane to drive and park in a designated parking space. This will ensure that the line is moving efficiently. Thank you for keeping our children safe.

### **PROCEDURES**

1. All children will be stopped off and picked up in the drive through lane. Children cannot be dropped off on College Avenue.
2. Children should be ready to exit the car when in line in order to facilitate traffic flow.
3. Students who do not need assistance opening their door may exit their cars along the sidewalk in the drive through lane. Parents may then carefully pull into the “thru traffic” lane.
4. Staff will help students into respective cars.
5. Drive slowly and be alert for children crossing the parking lot as you exit along the west periphery of the lot.
6. Be sure others who pick up your children are aware of the procedures.

## Code of Conduct Reminders

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to the policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

It is the goal of Divine Mercy Parish School to partner with parents, students, and staff. With this in mind, parents are asked to sign a Parent Code of Conduct. Listed within this code are corrective actions that will be upheld.





**DIVINE MERCY CATHOLIC SCHOOL**  
Student / Parent Handbook Acknowledgement

As a parent/guardian choosing to enroll my child(ren) in Divine Mercy Catholic School, I have read the Student/Parent Handbook. I understand that if my child's actions or behavior are in violation of any of these policies he/she will face any and all disciplinary action described. I understand that I may ask Divine Mercy Catholic School for clarification regarding any content in the Parent/Student Handbook. I also understand that this handbook is a guideline and should not be construed as a contract between Divine Mercy Catholic School, parents/guardians or any other person. Divine Mercy Catholic School is committed to reviewing its policies continually and reserves the right to review and change its policies at any time. Divine Mercy Catholic School also reserves the right to make the final interpretation of all current or future policies and to make the determination, entirely within its discretion, as to whether the facts of a specific situation warrant action on its part.

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 Parent Signature

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 Date

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 Student Signature

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 Date

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 Student Signature

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 Date

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 Student Signature

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 Date