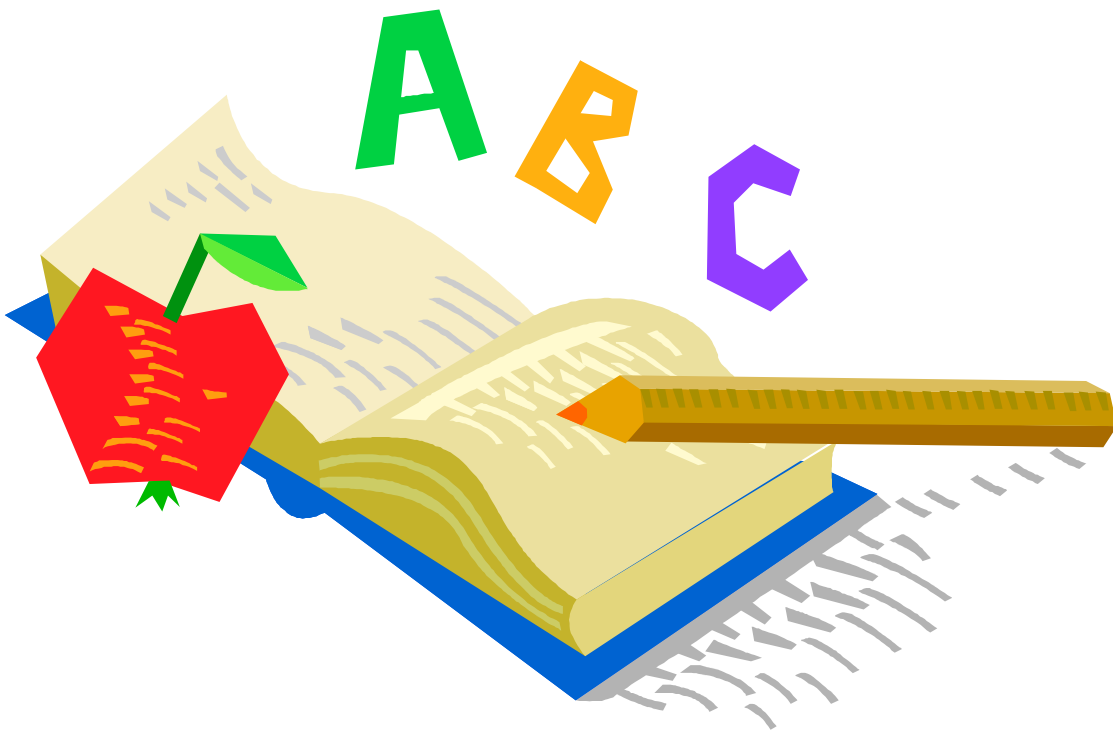


Welcome to

# ST. ALOYSIUS SCHOOL



2009/2010

## PARENT HANDBOOK

St. Aloysius School  
Sauk City, WI 53583

## St. Aloysius School Faculty and Staff 2009/2010

Rev. Father Jared Hood, Administrator  
John Brennan, School Principal

Kindergarten_____	Mrs. Sheri Brunner
Instructional Aide_____	Mrs. Mary Breunig
Grade 1_____	Mrs. Angie Wardrop
Grade 2 _____	Ms. Nicky Kaehler
Grade 3 _____	Ms. Andrea Urra
Grade 4 _____	Mrs. Mary Brennan
Grade 5 _____	Ms. Jill Barsness
Early Childhood _____	Mrs. Gerlinde Paluch
Instructional Aide _____	Mrs. Charlene Baumann
Technology_____	Mrs. Marianne Rauls
Music _____	Mrs. Jane Spillane
Art _____	Mrs. Anne McCambridge
Library/IMC _____	Mrs. Marianne Rauls
Physical Education _____	Mr. Eric Scheunemann
Secretary _____	Mrs. Pam Sternberg
Head Cook _____	Mrs. Marcia Burzynski
Assistant Cook _____	Mrs. Sally Ringelstetter
Assistant Cook _____	Mrs. Ann Wipperfurth
Custodians _____	Mr. Tim Schott
Spanish K & 1 _____	Mrs. Veronica Gallas
Spanish 2 & 3 _____	Mrs. Heather Cole
Spanish 4 & 5 _____	Father John Blewett
Religion _____	Father Miguel Galvez
Religion _____	Father John Del Priore
Religion _____	Father Jared Hood

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## **St. Aloysius Parish**

The parish family of St. Aloysius is entrusted to continue the mission of Jesus through our active participation in the liturgical, educational, and social life of the parish.

## **St. Aloysius School Mission and Philosophy**

We believe Catholic schools must promote an environment whose aim is the development and implementation of Christian morals and Catholic belief for everyday living. St. Aloysius School is a Catholic education community whose ministry is to provide the opportunity for all students to develop their full spiritual and academic excellence. In our efforts to obtain these goals, St. Aloysius School will emphasize the teaching of the following:

- \* Basic teachings in the Catholic faith;
- \* Building self-respect and respect for others;
- \* Critical thinking and decision-making skills; and
- \* Preparation to become responsible citizens of our community and our country.

## **Accreditation**

Wisconsin Religious and Independent Schools Accreditation (WRISA) is a nonprofit organization formed in 1991 by the Wisconsin Council of Religious and Independent Schools to provide non-public schools with an ongoing school improvement process.

WRISA's three phase accreditation process provides school communities with the opportunity to explore every aspect of their school program, receive valuable feedback from a team of impartial professional educators, and develop a long range plan using the WRISA framework. Once accredited, schools file an annual report documenting that they are in compliance with the WRISA Standards and that they have made progress on their long range plan.

WRISA is a state chapter of the National Federation of Nonpublic School State Accrediting Associations which is recognized by the College Board and the Office of Non-Public Education, an office within the U. S. Department of Education.

## **Guiding Principles of Accreditation**

A. A school is evaluated, in terms of its own vision, mission, and core values. Although individual differences exist among schools and communities, schools are evaluated in terms of standards.

B. A school is evaluated upon the basis of its total identity as an institution of learning. While it seems necessary that a school be judged in terms of its particular characteristics, it is recognized that variations will appear in the degree of success achieved.

C. Standards should promote educational growth. They should guide continuous self-evaluation and improvement. The standards address certain basic characteristics, including the following:

1. Intellectual and moral climate of the school.
2. Condition of the school facility and grounds.
3. Adequacy of equipment and supplies
4. Quality of instructional materials.
5. Preservation of student records.
6. Existence of school policies.
7. Proof of a stable financial condition.
8. Evidence of a comprehensive educational program.
9. Evidence of long/short-range planning.
10. Evidence of ongoing professional development of staff.

A school will be accredited based on substantial compliance with the standards as a whole. Divergence from standards may occur in some cases without detracting from the educational merits of an institution.

St. Aloysius School has been accredited since 1999.

## **Admissions Guideline**

St. Aloysius accepts student enrollment without regard to race, nationality, color, sex, ethnic origins or other personal preferences. Children of all faiths and beliefs are welcome and are expected to share in the religious and liturgical programs and celebrations of the school. The teaching-learning environment of this private school may not be able to accommodate the needs of all children. However, the district special services program in cooperation with an age-appropriate developmental and/or educational assessment by St. Aloysius teachers and the principal may address and assist appropriate enrollment and/or admission needs of any child.

### **Handbook Purpose**

The purpose of this guide is to give the reader a general understanding of policies and procedures as followed at St. Aloysius School. It is not intended to be an all-inclusive rule book or list of do's and don'ts. Also, in light of the fact that the safety and welfare of our students is of the utmost importance and that situations and circumstances are ever-changing, it is not practical to write rules and regulations that would cover every conceivable situation. Common sense, consistency and sound religious and moral principles are ultimately major factors involved in responding to situations. At any time, if you have any questions, comments or concerns, call Principal John Brennan at 608/643-6868.

## **SCHOOL ENTRANCE AND EXIT POLICY**

### **General Policy Guidelines**

Only the doors nearest to the school office should be used during the day by any visitor, including parents. These entrances are the main front double doors facing Oak Street and the back door facing the parking lot closest to the church. All other doors will be locked. All visitors, including parents, must first stop at the school office, sign in and out on the daily log sheet and obtain a visitor's badge. Visitors include, but are not limited to: lunch guests, lunch supervisors, volunteers, etc. Visitors that need to drop off anything for a child during school hours should bring the item(s) to the school office. Alternatively, to deliver an item yourself, follow the sign in procedure noted previously.

### **Daily Schedule - St. Aloysius School**

<b>7:30 a.m.</b> - Doors Open	<b>11:30 a.m.</b> - Lunch/Recess
<b>7:50 a.m.</b> - 1st Bell	<b>12:30 p.m.</b> - Classes Resume
<b>8:05 a.m.</b> - 2 <sup>nd</sup> Bell (Tardy after bell)	<b>2:00 p.m.</b> - Recess (K-3)
<b>8:15 a.m.</b> - Classes Begin	<b>2:50 p.m.</b> - First Bell-Bussers
<b>10:00 am.</b> - Recess (15 minutes)	<b>3:00 p.m.</b> - Walkers Dismissed
	<b>3:05 p.m.</b> - Second Bell Bussers

Half day dismissal is at 11:25 a.m.

## **STUDENT ARRIVAL AND DISMISSAL GUIDLINES**

Upon arrival or dismissal, the students should enter or exit the building through the main doors on Oak Street or the Southeast doors opposite the main doors. At dismissal, students boarding the bus will exit out the main doors. Parents/drivers dropping students off at school must enter and exit the school grounds via the eastern most Oak Street driveway (by the church) or the Madison Street driveway. Parents may park in the church parking lot. Please park so you do not have to back up to leave the parking lot.

### **Excused Absence**

Children benefit most from school programs when they are in school. However, there are instances when that is not possible. St. Aloysius School is required to be in compliance with DPI compulsory attendance laws. Therefore, when it is necessary to take students out of school, it is the responsibility of the parent to notify the principal in writing indicating: who, what, when, where, and why. In particular -

\* When possible, schedule medical appointments after school hours (3:00 p.m.);

\* Schedule private lessons (music, instrumental, dance, etc.) after school hours; and Try to schedule family trips and vacations when school is not in session. While such opportunities are encouraged and often serve as an excellent educational experience, priority should be placed on minimizing absence away from school.

### **Student Illness**

In the event a child is ill and cannot attend school, the following procedure should be followed:

\* Parents are asked to call school (643-6868) and let us know if a child is going to remain home for the day.

\* In the event a child contacts a contagious illness and remains home, a written statement should be obtained from a medical professional stating the child can return to school without endangering other children. This statement must be provided to the school administrator by the parents for the child to return to school.

\* Remember, if your child is ill; please do not send him/her to school. Children attending school are expected to participate in normal school activities such as recess, unless injury-related.

In the event a child becomes ill at school, we will make every effort to help the child. If the illness appears to be serious or persistent (example: temperature of 99 degrees or over, vomiting, etc.), the parents will be notified and expected to make arrangements to pick up their child right away. School personnel are not authorized to administer over-the-counter drugs or prescription medication of any kind. The school office requires that each child has emergency contact information on file. It is very important to have current emergency contract (names, phone numbers, etc.) readily available.

If a child has a medical condition or other physical abnormality that may cause problems or hardship for the child while in school, it is the parent's responsibility to notify the principal of such a condition(s). Further detailed information may be found in the handbook section entitled "Medication Policy".

### **Late arrival and Early Dismissal**

Regular school attendance is a prerequisite for successful learning. Any student that arrives late (after 8:15 am) or leaves early (prior to 3:00 p.m.) must log in arrival/departure time in the school office. If a child will have any change in their routine, send a written note to the child's teacher and contact the school office.

## **TRIBES**

Thousands of schools throughout the United States and Canada have become Tribes Learning Communities, safe and caring environments in which kids can do well! After years of "fix-it" programs focused on reducing student violence, conflict, drug and alcohol use, absenteeism, poor achievement, etc., educators and parents now agree, creating a positive school or classroom environment is the most effective way to improve behavior and learning. The Tribes TLC® process is the way to do it.

Students achieve because they:

- feel included and appreciated by peers and teachers
- are respected for their different abilities, cultures, gender, interests and dreams
- are actively involved in their own learning
- have positive expectations from others that they will succeed.

The clear purpose of the Tribes process is to assure the healthy development of every child so that each one has the knowledge, skills and resiliency to be successful in a rapidly changing world.

### **Our Tribes Agreements**

Our students and staff work together to create a safe and welcoming learning community. We have the following agreements:

1. ATTENTIVE LISTENING
2. RIGHT TO PARTICIPATE / RIGHT TO PASS
3. MUTUAL RESPECT
4. APPRECIATION / NO PUT DOWNS

## SCHOOL CALENDAR POLICY

St. Aloysius follows the same calendar as the Sauk-Prairie Public Schools, due to our dependence on busing provided by the district. The Madison Diocese of Catholic Schools does require St. Aloysius faculty to attend additional conference days. A school calendar is provided in the appendix of this guide book.

### **Communication**

Open communication between individuals and groups is of paramount importance to the success of any endeavor. Constructive communications involve: listening, compromise, empathy, sharing control, trust, and faith. Parents are notified of various activities through the principal's weekly parent newsletter as well as the parish Sunday bulletin. Each classroom teacher also sends home a newsletter. Parents and parishioners are encouraged to contact the teachers, principal, or pastor at any time if there are concerns, questions, suggestions, or positive comments and/or feedback that should be discussed regarding the parish school operation (643-6868).

### **Student Privacy & Records/Parent Information**

If student reports are to be provided to parents/guardians with legal custody, or a parent who is living at a different address than that of the student, St. Aloysius must be notified. The name and the address to whom this information is to be sent needs to be on file at the office. This includes notices from the school regarding events and activities, like the weekly newsletter from the principal.

Confidentiality of student records must be maintained. Each school shall prohibit removal of records from the school premises. Access to student records shall be limited to the school's instructional and administrative staff, including school counselors. Other professionals such as private counselors, psychologists, etc. must have written permission from the parent/guardian or authorization from a court in order to attain access to a student's record. The file should be kept locked at all times. An exception is made in emergency situations when access to student health records is necessary for emergency personnel to render aid to a student. A signature log shall be maintained showing when and by whom the file is accessed by anyone other than school personnel.

Parents and guardians shall have the right to examine their child's student records. It is recommended that nothing be kept in the student record that cannot be justified to the parents. Local policy shall define procedures whereby parental access can be attained. The parent handbook should inform parent of these rights and procedures. It is recommended that local policy include stipulations that:

1. require a notice by a parent or guardian that examination of a record is desired (a minimum of 24 hours advance is suggested);

2. require that presence of a school official while the record is being examined;
3. prohibit the removal of the record from the school premises;
4. restrict photocopying of the record to persons who have access to these records;
5. allow nothing to be removed from or added to a student's record without the principal's approval.

### **Parent Notices and Newsletters**

A newsletter from the principal will be sent home on Friday via e-mail or with the youngest student in school if e-mail is not available for each family. It is the responsibility of the child to get the newsletter and other notices home. Parents should be sure to check with the child for the weekly newsletter, as well as for individual classroom newsletters, as important announcements regarding school and individual class events and activities are contained in these papers. Notes from teachers can be sent home any day of the week. Information to be included in the weekly Friday newsletter should be in the office by the prior Wednesday.

### **Annual Survey**

Each school family is invited to participate in a annual survey midyear. Participation in the survey is voluntary and responses are held completely confidential. The statistical survey results are one of many ways St. Aloysius schools maintains a communication link between school families, teachers and administration. Specific survey process questions regarding format, results, etc. should be directed to John Brennan, Principal.

### **SCHOOL TELEPHONE (608/643-6868)**

The school telephone is not for student use, except for extreme emergencies. Messages from parents to students will be conveyed by the school secretary. Teachers will not be called to the phone while class is in session. Please check with your child's teacher to determine when he/she will be available for telephone or other conferences during the day. Each classroom does have a phone for safety. The phone system is also equipped with voice mail.

### **YOUTH SCHOOL FOCUS TEAMS**

Every school family is required to have a representative or two on one or more of the following three teams. Teams generally meet one time a month during the school year. Each team has a separate mission.

### **Development/Planning**

Ensure that our school has the necessary resources to provide an effective educational program. Set goals and objectives and project them

into the future. Take the necessary steps to ensure that our objectives are met. Work to increase awareness of our existing endowment fund, tuition assistance fund and estate planning. Consider long and short term funding needs.

#### *Planning*

Review and recommend Student Handbook policies for our parish school. Review and recommend an annual budget of income and expenditures to the Finance Council. Create among the parishioners an understanding and support of the parish school.

- Tuition Assistance Campaign (September)
- Annual School Endowment Fund Campaign—during Catholic Schools Week
- Alumni Chili Cook off (January)

#### **Home and School/Marketing**

Promote a close relationship between St. Aloysius Catholic School and its school families. They plan social functions and activities. Provide financial assistance to St. Aloysius School. Solicit, hold, manage, invest, and expend funds and other gifts in order to help St. Aloysius School fulfill its mission. Identify strengths and weaknesses. Identify and set goals for improvement. Review and develop materials and action plans for personal selling, promotion, advertising and publicity. Create and implement a plan that will exchange information with target markets.

#### Social Activities:

- Halloween party
- Special Interest Day
- Grandparents Day

#### Fundraisers:

- Breakfast with Santa
- Wreath and Roping
- Sinsinawa Bread
- Chippery Cookie Dough
- Santa Breakfast Raffle
- Brat Stand

#### **Maintenance**

Develop an annual plan for school maintenance. Coordinate efforts to accomplish such things as carpet cleaning, painting, window washing, etc. Plan a maintenance schedule for playgrounds, the Mary Garden and for other things as needs arise.

## **FINANCIAL OBLIGATION**

### **School Fees**

The fees for St. Aloysius School students have been established by the parish and are due in accordance with the tuition agreement that each family completes at the time of registration. It costs hundreds of dollars more than is actually charged for tuition and parishioner support fees to educate each child. Therefore, St. Aloysius School is totally dependent upon your timely tuition payments and your minimal parish support to fund the school. If a family is experiencing financial difficulty or is in need of tuition assistance, they may contact the parish priest, the principal, or obtain and submit tuition assistance request form. The tuition assistance request form should be turned into the school office. Confidentiality is assured. St. Aloysius will not deny any parishioner a Catholic school education due to the inability to pay.

The present fees annually include:

Parish support in accordance with the Stewardship Program established by the Pastoral Council; and School Fees. Refer to the Appendix for a sample tuition agreement form.

#### **BOOK FEE \$100.00 PER CHILD**

**This fee is new this year. It was announced last spring in the Planning and Development SYFT minutes. My apology if you were not aware of this change for 2009/10. I should have had this information in the August packet. The fee is \$100 per child in grades K - 5. This fee will appear on your new statements. Book fees will cover consumable workbooks and instructional material and textbook rental. Book fee funds will also be used when textbooks need to be replaced.**

#### **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is celebrated annually by all Madison Diocese Catholic Schools beginning the last Sunday in January (**January 31st - February 6th**). St. Aloysius arranges special activities for each class as well as for the entire student body during this week of celebration.

### **STUDENT DRESS CODE**

Good common sense is the rule! Students should be neat, clean, and have appropriate clothing for weather conditions. No visible underwear. Students are to have appropriate foot cover for weather conditions and activities. **Students must have non-marking athletic shoes for physical education class.** Shoes worn on a daily basis in class do not have restrictions, except to be appropriate for the weather. Students wearing shoes without heel enclosures must stay on the blacktop during recess for safety reasons. Since we encourage physical activity during these times clogs and flip-flops are not recommended. Shorts are permissible on hot days and are to be worn at the discretion of parents. Shorts should be loose fitting and extend to the mid-thigh length. Shorts are discouraged at student mass, as it is considered a dress-up occasion and all skirts must extend past the students finger tips. Tops need to be modest. Spaghetti straps need to have an under shirt - no bare midriffs, tube tops or halter tops. A good way to measure is if you raise your hands in the air, no skin should show at the mid-drift.

### **Student Comfort and Temperature Settings**

Common sense should be the guide regarding dress during weather extremes. Children should wear clothing, including appropriate footwear, suitable to weather conditions. Children are kept indoors during storms or when the wind-chill factor is below zero. Teachers have the option of keeping their class in on days when the weather is questionable in their judgment.

### **SCHOOL CLOSINGS**

In the event school is closed due to inclement weather or other reasons, an announcement will be carried on the following radio and television stations:

WTSO - 1070 AM

WRPQ - 740 AM

WTDY-98.1 FM

WMLI - 96.3 FM

WOLX - 94.9 FM

WIBA - 1310 AM

WKOW-TV27

WISC - TV 3

WMTV-TV 15

Remember, if the Sauk Prairie School District closes school due to weather, St. Aloysius School and the Early Childhood program are also closed.

### **CURRICULUM**

The Youth School Focus Teams have adopted the same basic curriculum, scope and sequence as established by the Diocese of Madison Academic Standards. Diocese standards are based upon Wisconsin Academic Standards. We supplement this curriculum with religious education, as well as expand on it where possible. The teachers are required to have a minimum of one half hour of religious instruction per day in addition to supplementing the regular curriculum with religious education content. A copy of the complete K-5 curriculum is available if you have questions about your child's grade level curriculum. This can be obtained by contacting the school office. Complete curriculum contents can be viewed on the internet by clicking on curriculum standards @ straphael.org. (Religion,

mathematics, language arts, science, social studies, physical education, technology, art music, health, Spanish, and environmental education).

### **Spanish:**

St. Aloysius School promotes early Learning of a foreign language in grades k-5 (2 times a week for 30 minutes class) through the use of a Spanish program entitled "Risas y Sonrisas", which means "Laughter and Smiles." Educational research has shown that not only do children learn a foreign language more easily when they are young; they also improve their cognitive skills, develop a greater understanding of their own language, and build an appreciation of other cultures. The program uses music, games and creative visual aides to create a positive and fun learning environment. Each year, students develop knowledge of a basic Spanish vocabulary, learn how to read and pronounce words in Spanish understand many aspects of Spanish grammar and possess essential conversational skills. However, the primary goal of the St. Aloysius School Spanish program is for its students to share their enthusiasm for Spanish with their friends, family and community.

### **Library/IMC**

We have full utilization of our library/IMC (Instructional Material Center) as a teaching resource for all grades. The library will serve as a remedial and research center where library skills will be taught and students will work in small supervised groups or individually. Library instructional skills are taught in grades K through five. All classes are required to utilize the library at least once each week. This may be done in conjunction with religion, science, social studies, language arts, reading or other regularly scheduled subjects. It is our intent to continue to build our reference section as well as encourage reading for enjoyment by providing appropriate novels, magazines and pamphlets. Contributions to the library, in the form of materials or cash donations, are always welcome.

### **Religious Education**

The current religion curriculum series is The Apostolates Family Catechism, By Rev. Lawrence G. Lovasik, S.V.D.

This curriculum:

- reflects the love of the Father, the Son, and the Holy Spirit;
- centers on the person of Jesus Christ;
- proclaims the liberating good news of salvation through Jesus Christ;
- leads the Christian into the world in mission and action;
- addresses the needs of the culture in which it is presented
- invites believers to reflect on personal experience in light of growing in relationship with God;
- leads to full, conscious, active participation in the liturgical life of the Church;
- creates a climate of prayer and nurtures a faith that is expressed in prayer.

Instruction in religion is:

- K-1 30 min a week with Father and 2 hour with classroom teacher
- 2 40 min a week with Father and 2 hours with classroom teacher
- 3-5 60 min a week with Father and 30 min with classroom teacher.  
1 hour 15 min attend Mass every school day

The curriculum presents our Catholic Faith in ways that are meaningful and age appropriate. Each week students are introduced to new material. Publications are sent home with students. Children learn within the rhythms and seasons of the churches liturgical year. The final instruction will be attending mass as a family over the weekend. Additional material is used in sacramental preparation. Daily class prayer is part of the students' schedule. In addition, the use of Holy Water is encouraged. The pastor is available to provide direct classroom instruction one day each week.

### **STUDENT MASS**

All students are required to attend the student mass which is celebrated Wednesday at 8:15 a.m. in the church. Parishioners are encouraged to attend. Grades 3, 4 and 5 will also attend 8:15 a.m. mass on Mondays and Fridays. (4th grade will do the readings; 2<sup>nd</sup> and 3<sup>rd</sup> grades do the petitions, and Kindergarten and 1<sup>st</sup> grades bring up the gifts).

The second grade will attend Monday and Friday masses after First Eucharist.

All St. Aloysius education staff is required to obtain religious education credits annually through participation in Diocese sponsored religious education seminars. Each class may sponsor a special parent day during the course of the year. Parents are encouraged to attend and to have lunch with the students on these special days. Parents will be notified by classroom teachers of these special days.

The mass should be considered a dress-up occasion. Shorts are discouraged at the student mass.

### **WELLNESS VISION STATEMENT**

St. Paul reminds us that even our most everyday actions have a sacred significance. "People who eat do so to honor the Lord and they give thanks to God. People who do not eat abstain to honor the Lord and they give thanks to God. None of us lives as one's own master, and none of us dies as one's own master. While we live we are responsible to the Lord, and when we die we die as his servants. Both in life and in death we are the Lord's." (Romans 14: 6-8)

St. Aloysius School must have regulations in place that support the Richard B. Russell National School Lunch Act and the Child Nutrition Act, which encourages the establishment of healthy school environments, to reduce childhood obesity, and prevent diet-related diseases. The following regulations are hereby reaffirmed or enacted.

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

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;

Whereas, only 2% of children (2 to 19 years) eat healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Thus, St. Aloysius School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy that:

- St. Aloysius School will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies;
- all students in grades K - 5 will have opportunities, support, and encouragement to be physically active on a regular basis;
- qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition need of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat;
- St. Aloysius 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 THIS VISION**

#### **School meals**

Students are highly encouraged to participate in the school meal program. The St. Aloysius School Lunch manager shall strictly adhere to the National School Lunch Program rules regarding all aspects of the hot lunch program, including but not limited to their guidelines regarding the nutritional value and serving size amounts of the food served to students.

The following goals are in place in the school lunch program:

1. No fried foods are prepared; foods served that were traditionally prepared in fryers are always oven baked.
2. Only monounsaturated oils are used in cooking.
3. Low fat milk choices are always available.
4. Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.

5. Vegetables will be only lightly seasoned with salt; salt shakers will not be put out for students, although pepper and sometimes other flavorings will be available.
6. Use of processed foods will be limited to the extent possible.
7. Insure that half of the served grains are whole grain.

Parents are partners in the hot lunch program.

1. They are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel as well.
2. Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
3. Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.

Cold lunch students are not allowed to have soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

#### **Free and Reduced-priced Meals**

Families who qualify for free and reduced meals are encouraged to participate. All information is strictly confidential. Participation has a direct benefit in funding to our school.

#### **Field Trips**

The hot lunch program will provide a sack lunch and milk for all participants (including chaperones), who make the request prior to the field trip. (students \$2.00, chaperones \$3.00)

#### **Meal Times and Scheduling**

St. Aloysius School:

1. will strive to provide students with adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated);
2. milk break/snack break will be completed a minimum of two hours before scheduled lunch;
3. will schedule tutoring, club, or organizational meetings or activities around mealtimes, unless students may eat during such activities;
4. will not allowed special meals, such as pizza parties, to replace school lunch;
5. will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

#### **Sharing of Foods and Beverages**

St. Aloysius School will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.

## HEALTHY AND NUTRITIOUS SCHOOL ENVIRONMENT

1. The sale of all food, beverages, and snacks to students during the school day shall be under the control of the principal or his/her designee.
2. St. Aloysius School will prohibit the sale of foods and beverages of minimum nutritional value in vending machines during the school day.
3. The distribution of foods sold for fundraising purposes will take place after school lunch.
4. St. Aloysius School reserves the right to limit quantities and exercise portion control of any food/beverage item offered at school.
5. Snacks served during the school day 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. Below is a list of suggested beverages and snacks.
6. St. Aloysius School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

### **Beverages**

- Fruit juice and vegetable juice (100 percent)
- Reduced-fat, low-fat, or fat-free milk: white and flavored
- Bottled water and flavored water

### **Snacks**

- Canned fruit (packed in 100 percent juice/no sugar added)
- Fresh fruit (e.g. apples and oranges)
- Fresh vegetables (e.g. carrots)
- Pretzels
- Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
- Ready-to-eat, low-sugar cereals (6g sugar or less/100g cereal)
- Granola bars made with unsaturated fat
- Low-fat or non-fat yogurt and yogurt sticks
- Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
- Raisins and other dried fruit (No sugar added)
- Peanut butter and low-fat crackers
- String cheese
- Popcorn
- Low-fat pudding snacks

## **Rewards**

St. Aloysius School will not use candy, food, and/or beverages as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

## **Celebrations**

St. Aloysius School will limit celebrations that involve food during the school day. Parties will be scheduled after school lunch. Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

# **NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING**

## **Nutrition Education and Promotion**

St. Aloysius School strives to teach, encourage, and support healthy eating by students by providing nutrition education and engaging in the promotion of healthy nutrition habits.

Nutritional education:

- 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 (i.e. Healthy Hearts curriculum);
- 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;
- promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- include professional development for teachers and other staff.

## **Integrating Physical Activity into the Classroom Setting**

Students will receive daily physical activity 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.

## **PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

Physical Education (P.E.) K-12

Physical education 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. The Wisconsin Department of Public Instruction suggests the following:

- K-6: Instruction shall be provided at least three times weekly, except that days on which special activities are conducted may be exempt.
- 7-12: Instruction shall be provided at least one time weekly, except that days on which special activities are conducted may be exempt. Senior high schools, one year may be optional to students.

### **Daily Recess**

All elementary school students (K-4) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which St. Aloysius School will encourage moderate to vigorous physical activity through the provision of space and equipment.

### **Physical Activity and Punishment**

St. Aloysius School will not use physical activity (e.g. running laps, pushups) for punishment and will not withhold all opportunities for physical activity (e.g. recess) as punishment.

### **Health and Physical Education**

Wellness and general good health, nutrition and physical fitness go hand in hand. They are the cornerstone to a supportive learning environment. Health classes offered at St. Aloysius include a variety of topics such as nutrition, exercise, hygiene, first aid and CPR, smoking and alcohol and drug abuse prevention, etc. Physical education classes are supplemented with a half hour health class for grades 1 through 5. All students in Kindergarten to third grade will have the benefit of two, 30 minute periods of Physical Education per week; the fourth and fifth grade classes will have two, 45 minute periods taught by a DPI licensed physical education instructor. Students must have athletic shoes with non marking soles to participate in Physical Education class.

## MEDICATION POLICY

St. Aloysius School subscribes to the guidelines promulgated by the DPI (1983 Wisconsin Act 334) regarding dispensing Medication in school. A copy of this Act, and a Medication Authorization form is attached in the back of this handbook.

### EXCEPTION FOR ASTHMA INHALERS

If your child needs to use an inhaler during the school day, please read the two-sided attachment found in the back of the handbook and return them to the school so your child may carry their medication. Your physician will need to complete and sign the second form.

School personnel (parish employees), are not authorized to administer medication of any kind to students. This does include prescription and non-prescription drugs.

Students, with parental permission (this must be in writing and on file in the office), may administer medication to themselves.

If there is need to have medication administered in school, Please contact the principal (643-6868) to make arrangements.

### Prescriptions and over the counter medications:

Medications must be brought to school in a properly labeled pharmacy container. Over-the-counter medications must be in the original container in which they were purchased. Students should not carry medications to school. Medications should be brought to school by a designated adult. All medications sent to school will be locked in the school office.

State law allows for pupils to carry and self-administer medications for life-threatening illnesses, specifically asthma or anaphylaxis producing allergies, such as peanut or bee string allergies. Therefore, various asthma inhalers and automatic pre-filled self injector devices, such as the Epipen, may be allowed to be administered by a student themselves. Proper paper work must be signed by the child's physician and parent/guardian, and certain stipulations for safety must be maintained.

## LUNCH PROGRAM

Students are encouraged to participate in the school food service program. Parents should notify the office and lunch personnel if a child has special medical dietary needs. Lunch and milk money should be given to the classroom teacher between 8:00 a.m. and 8:15 a.m. The schedule may change during the winter months. Lunch and/or milk account money should be sealed in an envelope clearly marked with the family name. Checks should be made payable to St. Aloysius Food Service Program. (Do not combine other school expenses with lunch/milk money.) The family account is automatically debited when a student has milk with snack or has hot lunch, etc. Family lunch and milk program accounts must maintain a minimum balance of \$10.00. Cold lunch should be brought to school for students of families with a lunch and milk program funds balance of less than zero, until funds are restored to the account.

### **Hot Lunch**

St. Aloysius School participates in the USDA/DPI approved lunch program. Lunch is served starting 11:25 a.m. to 11:55 a.m. for the Kindergarten through second grade classes, while the third through fifth grade classes have recess. Then, at 11:55 a.m. until 12:15 p.m., the third through fifth grade classes are served lunch, while the younger children have recess. All students are encouraged to use appropriate table manners. Children should try to eat all the items served or taken from the serving line. Cold Lunch

Students may bring a nutritious cold lunch. Milk is available with cold lunch for a small fee of \$.25 cents per carton. Other ala carte and vending machine foods and beverages are not provided. School Lunch and Milk Fees are as follows:

Student: \$2.75	Adult: \$3.50
Reduced Lunch: \$.40	Milk: \$ .40 (milk is included in the hot lunch price)

All students are encouraged to use appropriate table manners and to eat a nutritionally balanced lunch.

### **Birthday and Other Special Event Treats**

Bringing treats to school for birthday and special events is a fine social experience for students. However, be aware that:

- \* Some children suffer from serious food allergies
- \* Not all students can afford elaborate treats
- \* Candy and other sugary treats and drinks are not very nutritious.

Parents and students should refer to individual teacher and classroom policy(ies) for additional, specific event treat policies, etc.

## GRADING, REPORT CARDS AND PARENT CONFERENCES

### K-5 Standards-Based Report Card-Based on End of Year Standards

Ongoing assessment is a critical component of learning. The report card is one tool for informing you about your child's progress toward meeting the standards and for guiding future instruction. Teams of teachers and administrators have created "rubrics" or criteria to help teachers assess your child's level of proficiency in all subject areas.

Standards-Based Report Card for K-5 elementary students. Over the course of the last three years, committees of teachers and administrators have worked diligently to create this report card.

The format of the report card allows us to define standards for each grade and determine how well students are progressing to meet the Curriculum Framework benchmarks.

The report card benefits students, teachers, and parents/guardians. It allows students to be more aware of what is expected of them. It gives teachers across a better understanding of what each child should know and be able to do at each grade level. It provides parents with a more detailed outline of the expectations in each of the major academic areas (Religion, English, Language Arts, Mathematics, Science & Technology Engineering, History & Social Science) as well as the Arts, Health Wellness, Music, Physical Education, Spanish, Social Responsibilities and Work Habits.

We believe that your understanding of what is expected of your child and how well he or she is progressing towards the goals at his or her grade level is very important. We look forward to working together to provide your child with the knowledge and tools to be successful and to reach his or her fullest potential

#### **St. Aloysius Numerical Grading System for Grades 3-5.**

A=91-100

B=81-90

C=71-80

D=61-70

F=60 and below

### **Homework**

Homework, or independent practice, is a valuable instructional tool to increase the probability that retention of content learned will be achieved. However, homework for the sake of something to do can be a waste of time and effort as well as being detrimental to the student if it causes frustration and anxiety.

Homework should be done in a pleasant environmental for reasonable amount of time. Generally, 1<sup>st</sup> graders spend 10 minutes; 2<sup>nd</sup> grade-20 minutes;

3rd grade-30 minutes; 4<sup>th</sup> grade- 40 minutes; and 5<sup>th</sup> grade-50 minutes. (this includes 15 minutes of reading each night)

By far, one of the best ways to accomplish homework goals is to have in-depth discussion between parent and child regarding subject matter content. If you have questions regarding your child's homework, please contact your child's teacher or the principal @ 643-6868.

### **Make-up Work**

In the event a student is absent due to health or other reasons, it is the student's responsibility to make up all work missed. Upper elementary students (4<sup>th</sup> & 5<sup>th</sup>), are expected to communicate with their teachers concerning assignments. A reasonable amount of time will be allowed for make-up work to be completed.

Every effort will be made to send school work home to those students that cannot attend. Arrangements can be made by calling the school office (643-6868).

### **Standardized Testing**

St. Aloysius School students participate in the Wisconsin Third Grade Reading Test and the Diocese of Madison Iowa Test of Basic Skills in grades 3 and 5.

This provides us with local stanine scores, objective mastery scores, etc., which help us in identifying strengths and weaknesses in our instructional program and monitor student progress.

### **Re-mediation Programs**

St. Aloysius School students are entitled to educational programs for exceptional education needs students. Exceptional education programming provided by the public school staff may be provided in private schools. We participate in the Sauk Prairie District Federal Title I, II, V and VI programs operated by the public schools. St. Aloysius School and the parents of our students have the right and responsibility to refer to the public school any student suspect of having an exceptional educational need for evaluation and recommendation. We have students participating in speech therapy, ELL, and L.D. programs.

## RECESS AND PLAYGROUND STANDARDS

Recess is an integral part of a child's education in terms of both physical and social development. Sportsmanship, fairness, cooperation, honesty, kindness, sharing, friendship, and practical application of the golden rule are included in the attributes that we try to promote during recess time. All of this is in addition to constructive physical activity, which is a necessary diversion from academics. Following are playground behavior guidelines:

- \* The supervisor has full authority of playground activities. It is the student responsibility to listen to the supervisor at all times. This is not a person to be argued with, but someone to respect and listen to at all times.

- \* All accidents or problems that occur on the playground are to be reported to a supervisor.

- \* Students are not to come into the building during recess without supervisor permission. The supervisor needs to know who is and who is not on the playground.

- \* Students are not allowed to play in the parked car area.

- \* Students should play on the grass area in the back of the building or the adjacent black topped area.

- \* The sidewalks and bicycle parking areas are off limits for play purposes.

- \* Older students are to allow younger students the use of playground equipment.

- \* Special areas for certain activities will be designated as needed.

- \* There is to be no fighting, swearing, name calling, hitting, pushing, and tackling, throwing stones or sand. **In general, anything that would be considered a threat to others' safety or well-being should be avoided.**

- \* A "time-out" area will be designated for students that may be experiencing difficulty coping.

- \* The school staff supervisor carries a two-way radio to communicate with the school office.

When recess period ends, the bell rings, students are to line up quietly at the door assigned to their classroom. While waiting in line, the students are still responsible for observing the playground guidelines regarding the safety of others. This is not a time to be goofing around or continuing a game.

### **Enrichment Programs**

St. Aloysius School develops ongoing academic and social enrichment programs. Enrichment programming is to be accomplished within the classroom rather than establishing "pullout programming". Areas of critical thinking, analysis, and creativeness are those to be emphasized; i.e. contests, live theater, homework club, computer club.

### **FIELD TRIP GUIDELINES**

The primary purpose of a field trip is to provide students with a significant educational experience.

All field trips must be directly related to one or more academic subjects currently being taught in school. Teacher requests for field trips must be submitted to the principal at least two full weeks prior to the trip. The principal's written approval on a request form must be obtained prior to final planning.

No student is denied the opportunity to participate due to academic performance, or lack of funds.

Separate written parent/guardian permission is required for each trip; (this excludes trips in which the students walk to the destination). All school rules concerning behavior and manners are in effect throughout the field trip. Teachers are required to prepare the class for the experience prior to the trip and to provide follow-up sessions after the trip. Every effort should be made to accommodate the public school bus schedule. If that is not possible, it is the teacher's responsibility to make arrangements with the parents to return all children to their homes. Primary grade Preschool through grade 3 will try to limit field trips to a twenty-five mile radius from school. Examples are: fire station, post office, library, farm, zoo, police and fire stations, etc. Upper elementary Grades 4 and 5 should limit field trips to a fifty mile radius from school. Past trips include: Devil's Lake, Cave of the Mounds, Capitol (Madison), etc.

#### **Class Trip Guidelines**

The primary purpose of a class trip is to provide the students with an entertainment type experience.

Class trips are primarily the responsibility of parents in cooperation with the school staff. It is recommended that the field trip policies and procedures regarding behavior and liability be utilized on class trips. It is also recommended that class trips be limited to students enrolled at St. Aloysius School.

### **CLASS PARTIES, NON-SCHOOL PARTIES AND RELATED EVENTS**

Parents are asked to not distribute, in school, invitations to private parties for their children (birthday, slumber party, etc.). It is extremely devastating for students to not be invited to a classmate's party.

For further information regarding individual classroom rules and practices about special events and classroom treats, etc., please contact the child's teacher.

### **SCHOOL STORE**

Through the efforts of the student government, we operate a school store. Supplies such as paper, pencils, pens, notebooks, markers, rulers, etc. are available. The store is open between 8:00 a.m. and 8:15 a.m. Monday and Wednesday. So that all children may benefit, profits from the school store are used to purchase items for the school library.

### **LOST AND FOUND**

We maintain a lost and found service. Students are encouraged to turn in items found on the school premises. Children may check with the school secretary if something has been lost. Several times a year, the large accumulation of clothing, etc., is put on display so students have an opportunity to claim their articles. In addition, these items are routed through each classroom to aid students in finding lost items. Unclaimed items are given to the St. Vincent de Paul Society.

### **VOLUNTEERS**

Volunteers provide an important and necessary service to St. Aloysius School. They perform duties such as librarians, individual student helpers, chaperone, office helpers, classroom miscellaneous, etc.

#### **Volunteer Eligibility**

All volunteers at St. Aloysius School must agree to follow the Diocese of Madison policy regarding abuse of minors, sexual misconduct, and sexual harassment. Volunteers will be provided a policy handbook. They are required to sign a receipt agreement to follow all policies. Volunteers must authorize an investigation background inquiry. Volunteers must also attend a Virtus: Protecting God's Children session. The session provides information regarding a healthy awareness about protecting our children from abuse, harassment and sexual misconduct. The session takes approximately 2-3 hours.

Following is a brief summary of the Virtus program:

All those serving as priests, deacons or seminarians, all women and men religious, all laymen and women employees, and all who are regularly utilized as volunteers who work with children, are to sign a statement acknowledging receipt of this revised policy and their agreement by it. Refer to the Appendix in the policy handbook for text information. Failure to sign the statement is deemed reason for termination.

#### **Regarding Volunteers:**

1. Anyone who serves as a volunteer for the Diocese of Madison, its parishes, schools, institutions, offices or programs is expected to abide by the various provisions of this document.
2. A background search will be conducted for any person prior to acceptance for service as a volunteer. (Refer to Appendix of the policy handbook.)

3. Those who regularly utilized as volunteers are to sign the "Statement of Receipt and Agreement" at the time they agree to serve as a volunteer. This requirement does not apply to those who serve only in liturgical ministries (such as usher, lector, and Eucharistic minister). The requirement does apply to those who serve as volunteers in any capacity involving young people under age 18 (such as at the diocesan summer camp, schools, in religious education programs or other young ministry programs), or in any position which would otherwise be filled by an employee. If you would like more information about the volunteer program, please contact the school principal (643-6868).

### **Classroom Volunteers**

Potential volunteers may talk directly to the teacher in the desired grade level to find out about volunteer opportunities. Volunteering can be ongoing, on a project basis, temporary, etc. Volunteers are greatly appreciated! Some general guidelines for classroom volunteers are as follows:

1. Set up specific times for volunteering.
2. If you cannot come, notify the teacher.
3. When you are leaving for the day, remember that the teacher has many responsibilities and may be unable to talk with you at that time, but let them know you are leaving.
4. Stop by the school office upon arrival to check in and to make sure that they know you are in the building and for what duration.
  - Bringing younger children with you may not be practical. Please check with the teacher before bringing other children.
5. Support the children doing their work, but do not do it for them.
6. Respect all children's' abilities and learning styles.
7. Avoid judging or comparing students or classrooms.

Remember that children excel with positive reinforcement, encouragement and praise. Respect confidentiality. Do not share any student information outside the classroom. Each child has a right to privacy in academic progress, social interactions, behavior, special education needs and health and medical issues.

Adjust your expectations according to the child's age. We would like to have as many parents involved in the school as possible. As the year goes on and we need assistance in some areas, St. Aloysius School may contact you directly. If you don't hear from us and want to be involved, please don't hesitate to call.

1983 Assembly Bill 281  
1983 Wisconsin Act 334

Date of publication: April 30, 1986

AN ACT to create 118.29 of the statutes, relating to authorizing certain school personnel to administer drugs to pupils under specified conditions and immunizing the personnel from civil liability.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 118.29 of the statutes is created to read: 118.29: Administration of drugs to pupils and emergency care. (1) DEFINITION. In this section:

(a) "Administer" means the direct application of a drug or prescription drugs, whether by injection, ingestion or other means, to the human body.

(b) "Drug" has the meaning specified in s.450.06.

(c) "Health care professional" means a person licensed as an ambulance attendant under s146.50 or any person licensed, certified, permitted or registered under s 146.35 or chs. 441 or 446 to 449.

(d) "High degree of negligence" means conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another.

(e) "Practitioner" means any physician, dentist or podiatrist licensed in this state.

(f) "Prescription drug" has the meaning specified in s450.07(1) (a).

(g) Asthma Inhalers

(h) "Private school" has the meaning specified in s 121.51 (3).

(2) AUTHORITY OF ADMINISTER DRUGS, CIVIL LIABILITY EXEMPTION. (a) Notwithstanding chs. 441, 447, 448 and 450, a school bus operator licensed under s 343.12, any school employee or volunteer county handicapped children's education board employee or volunteer or cooperative educational service agency employee or volunteer authorized in writing by the administrator of the school district, the board or the agency, respectively, or by a school principal, any private school employee or volunteer authorized in writing by a private school administrator or private school principal:

1. May administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions of the pupil's parent or guardian if the pupil's parent or guardian consents in writing.

2. May administer a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil's parent or guardian consents in writing.

3. Is immune from civil liability for his or her acts or omissions in administering a drug or prescription drug to a pupil under subd. 1 or 2 unless the act or omission constitutes a high degree of negligence. This subdivision does not apply to health care professionals.

(b) Any district administrator, county handicapped children's education board administrator, cooperative educational service agency administrator, public or private school principal or private school administrator who authorizes an employee or volunteer to administer a drug or prescription drug to a pupil under par. (a) is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Section 999.11. WISCONSIN STATUTES 1981.82. Effective date of acts "Every act and every position of an act enacted by the legislature over the governor's veto which does not expressly prescribe the time when it takes effect shall take effect on the day after it's date of publication as designated" by the secretary of state (the date of publication must be within 10 working days from the date of enactment)