



FAMILY HANDBOOK

2016-2017

**SS. Andrew-Thomas School
100 Hwy 61 North
Potosi, Wisconsin 53820**

Pastor: Father Richard Leffler

**Principal:
Mrs. Debra Pfab**

School Phone: 608-763-2120

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**SS. Andrew-Thomas School
2016-2017
School Personnel**

Father Richard Leffler, Pastor

Principal: Mrs. Debra Pfab

3K/4K: Mrs. Alyssa Kieler

Kindergarten: Miss Jodie Cordts

Grades Two & Three: Mrs. Sandy Herges

Grades Four & Five, Homeroom Teacher: Mrs. Debra Pfab

Grades Six, Seven, & Eight, Homeroom Teacher: Mr. Josh Hines

**Secretary/Bookkeeper
Kathy Muller**

**Cafeteria Director
MaryAnn Flesch**

**Maintenance
Joe Kerkenbush**

**Physical Education
Mr. Jesse Lawler**

**Computer Consultant
Keith Oyen**

**Music
Mrs. Martha Schaefer**

Diocese of Madison Catholic Schools

Catholic schools in the Diocese of Madison cultivate a love for Christ and His Church by inviting students and the entire school community to meet and know Jesus and embrace a loving God.

Catholic schools seek to assist parents/guardians with excellent moral and academic formation for their children, developing the talents of all students and fostering a commitment to service, justice, and the sanctity of human life.

SS. Andrew-Thomas Parish Mission Statement

We, the Catholic faith community of SS. Andrew-Thomas, strive to grow in our love and knowledge of Christ through worship, education, and service to others.

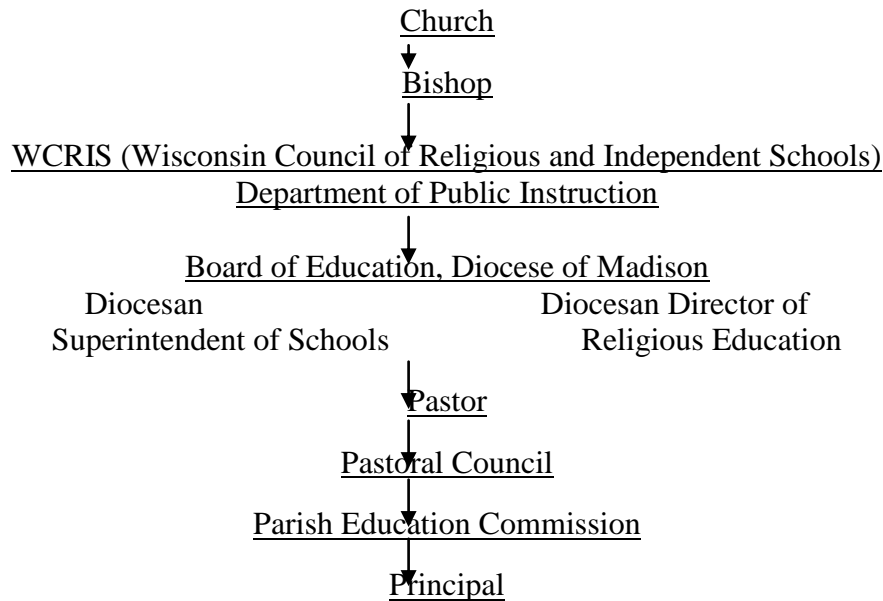
SS. Andrew-Thomas School Statement of Philosophy

- The purpose of SS. Andrew-Thomas School is to bring Christ and His values into the students' lives on a daily basis by sharing knowledge through positive learning experiences in a Christian atmosphere.
- Our curriculum fosters self-discipline, creativity, and responsibility in a Catholic setting that promotes respect for all God's creation and provides opportunities for prayer and worship. It is a flexible, comprehensive study of academic areas and nurtures an appreciation for the arts and physical development.
- Since students learn best by example and experience, we strive to promote a constructive learning environment for all students according to the stages of each child's development.
- Because we promote a positive relationship between home and school, we encourage parental involvement in school activities and open communication among students, parents, guardians, faculty, and administration.
- Our school, being a vital part of the community, seeks to provide a caring image of itself and its Catholic beliefs by interactively becoming involved in the community and parish life.

Objectives for our Philosophy

1. Students will have opportunities to listen to, discuss and live out the Gospel.
2. Students will learn to interact with others in the spirit of the Gospel message.
3. Students will be given opportunities to assist those in need within their school, parish, local and global communities.
4. The staff will work together to formulate a strong sequential curriculum.
5. Teachers will incorporate Catholic tradition and beliefs within the academic areas.
6. Teachers will use a variety of teaching methods and positive reinforcement to accommodate various learning styles.
7. Teachers will teach students to use different learning strategies in order to experience success.
8. The staff will provide parents with information throughout the year.
9. Parents will be given the opportunity to be actively involved in their child's religious and academic formation.
10. Students will be held accountable for their actions in order to develop self-discipline.
11. Students will respond to their school and parish through helping and promoting service projects within the school and parish.

Structure and Relationship of SS. Andrew-Thomas School to SS. Andrew-Thomas Parish, the Diocese of Madison, and the Wisconsin Department of Public Instruction



- The Bishop, as the canonically appointed teacher of the diocese, is responsible for the entire educational program of the diocesan school system.
- The administration of the diocesan school system is under the Diocesan Superintendent of Schools.
- The Board of Education of the Diocese of Madison is the corresponding policy recommending body.

The pastor, as head of the parish and school, shares his responsibility in policy recommending for the school with the Education Commission. The principal, as administrator of the school, is accountable to the pastor, the parish Education Commission, and diocesan superintendent of schools for all things pertaining to the schools.

The Department of Public Instruction serves in an advisory capacity to both the diocesan superintendent of schools and to the principal.

WCRIS (Wisconsin Council of Religious and Independent Schools) is a coalition of nonpublic schools. WCRIS initiates and supports legislative action affecting the nonpublic school students in the state and seeks to unite nonpublic schools in their common rights and concerns.

SS. Andrew-Thomas School

SS. Andrew-Thomas is a Catholic Elementary School under the Diocese of Madison School system. Our school offers three-year old prekindergarten (two days a week), four-year old prekindergarten (five full days), and kindergarten (five full days). Combination grades of two and three, four and five, and six, seven and eight comprise the other grade levels offered at the school. There will be no first grade in 2016-2017 due to no students.

Our curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers.

SS. Andrew-Thomas School is a ministry of our parish. Through worship, work, study, and play, students participate in parish life.

The Diocesan curriculum guidelines, consistent with the State of Wisconsin guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology.



SS. Andrew-Thomas School

Student Bill of Rights

*All students have the right to maintain a vibrant life outside school without being burdened with large quantities of homework.

*All students have the right to learn from a teacher who deeply understands the subject matter and who deeply cares about each individual student in the classroom.

*All students have the right to meet their own physical needs during school hours (e.g. getting a drink, being allowed to use the restroom, etc.).

*All students have the right to be safe throughout each school day.

*All students have the right to enjoy an unstructured recess time at **least** once a day.

Accreditation

SS. Andrew-Thomas School is accredited through the Wisconsin Religious and Independent Schools Association (WRISA). A five year plan was created in June, 2012 to facilitate school improvement. Each year additional goals are added as needed. The school received re-accreditation in 2012 for five years.

Admissions

Policy of Nondiscrimination:

SS. Andrew-Thomas School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

SS. Andrew-Thomas School respects the dignity of each person. It does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

- Children entering 3K must be three (3) years of age by September 1.
- Children entering 4K must be four (4) years of age by September 1.

Requirements include:

*Health/Immunization Records

*Birth Certificate

*Baptismal Information

- Students applying for Admission in Grades 1-8 must present a copy of the current school records.
- Non-Catholic students whose parents/guardians accept the philosophy of SS. Andrew-Thomas School will be accepted.
- Grade level admissions will be based on the previous grade level according to the past grades of that student. Any student may request transfer to SS. Andrew-Thomas School.
- All parents/guardians of students are encouraged to support the school through their active involvement and financial support.
- We regard parents/guardians as the primary educators of their children. SS. Andrew-Thomas School makes every effort to support this role.

Absences

Regular school attendance is a prerequisite for successful learning. Students will strive to be in school daily and on time.

1. If a student misses two hours or more of the school day, he/she will be recorded as missing a half-day of school. Four hours or more missed will be recorded as missing a whole day.
2. If a student arrives at school after the school day has started (8:00 a.m.), he/she is considered tardy.

3. When a student will be absent from school, **the parent/guardian is asked to call the school office. (763-2120).** If the illness is extended (hospitalization or long recovery at home), the parent/guardian need not call every day. **If the school is NOT notified by 8:30a.m. of an absence, the school will call you.** We have Voice Mail so you can call in an absence at any time of the day.
4. It is the student's responsibility to check with teachers regarding the completion of missing assignments.
5. Students are limited to 10 days of parental excused absences due to illness per school year. Any absences beyond 10 days or 3 days of continuous duration must be with a physician's excuse.

**Administrative Procedures as per WI/Grant County Truancy Policy

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian. The principal is empowered to approve a legal excuse to any student for the following reasons:

Evidence that the student is not in proper physical or mental condition to attend school or an educational program. Such excuses shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

An illness, in the immediate family, that requires the absence of the student because of family responsibilities.

Medical, dental, chiropractic, optometric or valid professional appointments. Parents/guardians are asked to make their appointments during non-school hours, if possible.

A death, in the immediate family or funerals for close relatives.

Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session.

A court appearance or other legal procedure which requires the attendance of the student.

Quarantine as imposed by a public health officer.

Attendance at special events of educational value as approved by the principal or designee.

Approved school activities during class time.

Special circumstances that show good cause which the principal or designee approves in advance.

Continued and unreasonable absence or tardiness will necessitate a conference with parents.

Absences – Pre-planned

The parent/guardian will write a note concerning the anticipated absence. A pre-plan will be given to the student. The pre-plan must be completed and returned by the agreed date in order to receive credit.

Absences – Unexcused

Students who are absent from school with consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused.

Admission Fees

Grades 4K-8.

We have broken down the cost by month, but payments can be made at your convenience. The cost for one child is \$1100 for the year. The cost for the second child is \$1050. The third child in the family pays \$950 per year.

*Tuition can be paid in full or can be paid monthly, quarterly, by the semester, or all at one time. All tuition rates include the materials fees.

*No child will be refused a Catholic education because of finances. If you need tuition assistance, please contact the pastor or the principal.

Any payments from home should be enclosed in an envelope with the student's name and contents written on the envelope.

Tuition Statements

Tuition statements will be sent home quarterly. The statement is not intended to be a bill. Please call the school office if your records do not agree with ours.

Arrival and Departure

- Students will wait in the hallway until 7:40am and then proceed to their homeroom to put books away. After that, they proceed to the lunchroom for breakfast. **The school day begins at 8:00 a.m.**
- Anyone arriving after 8:00 a.m. will be marked tardy unless bus scheduling causes the tardiness or inclement weather prevents a parent getting their child to school on time.
- All children must leave school by bus unless the parent/guardian gives written permission. This is for the safety of the student.
- **Dismissal is at 3:10 p.m.** No child may be dismissed from school during the day unless the parent/guardian requests this permission.

Early Release

We follow the public school calendar and you will find on the average of 2 days a month as early dismissal. This means that your child(ren) will be picked up at 12:10pm by bus at school and brought to your home. There are no LATE START DAYS unless notified.

Athletics

Athletics should enhance and complement the parish educational program. Athletic activities provide experiences to help develop a Christian attitude toward cooperation and competition as well as to develop physically, mentally, and emotionally.

Participation in athletics is a privilege that carries with it responsibilities to the parish, to the school, to the team, to the student body, to the community, and to the student. In play and conduct, he/she is representing skills and emotional patterns that he/she possesses, thereby making him/her a better Christian and citizen.

Students are expected to maintain an average above failing in all classes. **If a student's subject average falls below an F, he/she will not be allowed to participate in athletic events for one week.** Typically, this means two practices and one game. **The SS. Andrew-Thomas Athletic Handbook** clearly defines expectations for athletes.

All necessary school forms for participation in the sports programs must be completed and returned before a student may play in any sport.

Band/Chorus/Music Appreciation

Our upper grade students are given the opportunity to take part in the music programs offered by Potosi Public School. Our 5th and 6th, graders can decide to take **either** band or chorus at the public school. Our 7th and 8th grade students have the option to take both band and chorus at the public school. We encourage them to participate, but whatever they choose, they must stay in that program(s) for the quarter. Parents will be notified if a student is struggling while taking both band and chorus.

The students travel by bus to the public school at 2:30 p.m. They are dismissed at the public school.

Students who take part in music programs offered by the Potosi Public School are to respect the teachers of these programs and to abide by classroom rules. Anyone not abiding by classroom rules or disrespect of the classroom music teachers will be dismissed from the program until a parent/student/teacher conference is held.

Bus Rules/Safety - Potosi School District

Permission to ride another bus, other than your assigned one, must be approved by the office (763-2120). The student must have a written note signed by the parent indicating it is all right for that student to ride another bus.

Bus route questions – call the bus garage – 763-2412 or Jan 778-3483.

Students must be at their designated stop at least five (5) minutes before the scheduled pick-up time to maintain a safe and timely arrival at school.

While waiting for the bus, either at roadside or school:

- Be on time at the designated bus stop. Keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter the school bus.

District Expectations Regarding Student Safety:

- As per state statute: parents need to be sure their child is at the stop, waiting for the bus. It is the parent's responsibility to escort their children to and from the bus stop as well as supervise them while waiting for the bus.
- Students are not allowed to switch bus routes or drop off points without a signed note.
- Students should never run after a bus or try to get a bus to stop for them.
- School bus drivers are not permitted to make route changes.
- Students must be alert to instructions from drivers at all times.
- Student hands and heads must remain in the bus at all times.
- No objects are allowed to be thrown out of the bus window.

Etiquette on the bus:

- **Any failure to comply with the bus rules may result in the student's loss of bus riding privileges.**
- Assist in keeping the bus safe and sanitary at all times; no eating is permitted on the bus.
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Remember that loud talking or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Damage to seats, etc., must be paid for by the offender. Bus riders should never tamper with the bus or any of its equipment.
- Do not throw anything out of the bus windows.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Inappropriate language, bullying, or name calling on the bus is never permitted.
- In case of a road emergency, students are to remain on the bus unless indicated otherwise.
- When departing the bus at the public school at 2:30pm for band or chorus, all request that voices be used in an appropriate manner so as not to disturb students studying in their classrooms at the public school.

After leaving the bus:

- Cross the road when necessary after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
- The driver will not discharge riders at other places than the regular bus stop, at home, or school unless he/she has been properly authorized to do so by the school.

Bus Passes

If a child needs a bus pass to go somewhere other than home after school, a signed note from the parent or legal guardian must be delivered to school. Under unforeseen extenuating circumstances, a telephone call or email will be accepted before 2:00pm dependent on administration's discretion. Please know that telephone calls, voice mail messages, and emails are not accepted after 2:00pm except in an emergency situation—due to the fact that there is no guarantee it will be received prior to bus time.

There is no after school transportation changes for birthday parties, etc. Students attending after school parties will need to be transported to the event by parents. This is due to the limited capacity of the bus.

If a child is being picked up by someone other than the parent/legal guardian, a signed note will need to be delivered to the school office giving us permission to release your child to that person. This includes any student who is leaving with someone else's parent. Please note that administration may exercise discretion to waive a written note.

Bus pick-up and drop-off points shall be based on transporting students from their residence bus stop location, to school, and back. However, the District recognizes parent's need for child care providers outside the home, and wants to work with parents regarding transportation to/from a child care provider's location. Requests for transportation to and/or from a childcare provider shall be honored under the following conditions:

- The parent must provide a signed note to the principal requesting consideration for this service. The letter shall include his/her own address and telephone number, the address and telephone number of the child care provider, the name(s) of the student(s) involved, and a general statement agreeing to the terms of this policy.
- All bus changes must be based on space availability according to the best estimate of the busing contractor so student safety is not compromised.
- For a child that legally resides at more than one residence (split family) within the School District, the parents may designate each of the residences as a pick up point and a drop off point and they each may have a child care provider designated pick up/drop off point. In these cases, both parents/guardians will be required to provide the District with a signed note indicating the addresses of the pick-up and drop-off points along with a specific schedule for this service, which will be consistent for a full semester or the entire school year.
- For students of non-split families, a second (different drop-off point) different from the pick-up point, may occur if extenuating circumstances exist and based upon administrative approval.
- The location of the child care provider must be on an existing route and may not cause any variation of the route or additional mileage. No additional bus routes shall be created and existing routes shall not be modified, without administrative approval.
- The parent must make all necessary arrangements with the child care provider.

Bus Discipline

The Potosi School District approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems. In the event a student does not obey the bus rider rules, the following procedure shall be adhered to:

STEP I

- The student will be notified by the bus driver's representative of any infraction of the rules. At this time, the bus driver will complete a "School Bus Rider Safety Report." The student will take the report to his/her parents or guardian to have it signed by them. Thus, the parent or guardian will be made aware of any misconduct of their child.
- The signed report must then be returned to the school bus driver's representative by the next time the student rides the bus. A copy of the bus report will be given to the school administration for appropriate discipline.

STEP II

- The student's parents/guardian will be made aware, by letter, that if the student continues to disobey the bus rider rules in the future, he/she will not be allowed to ride the bus for up to three school days.

STEP III

- The student/parents will be notified again bus riding privileges are revoked for the next five days – parent meeting required to be reinstated.

STEP IV

- In the event the student continues to disobey the bus rider rules after having been removed from the bus in step two and three - the student may lose his/her bus riding privileges for an indefinite period. Such continuation would involve a hearing, including the due process procedure.

*Special Note- Any behavior that endangers the safety of others shall result in the immediate removal of the student from the bus.

Conduct/Discipline/Expulsion

One of the primary reasons for maintaining a Catholic elementary school is to help the child form Christian attitudes toward others.

SS. Andrew-Thomas School shall follow this disciplinary code to provide all students and teachers with an orderly guide for proper conduct within the school's environment.

Students are expected to behave in ways that show respect and good manners for staff, teachers, substitute teachers, self, others, and school property. As a school, strict emphasis will be placed on Christian behavior at all times. Parents will be notified immediately of disrespect.

The classroom teacher will address most discipline problems.

Expectations include, but are not limited to:

1. Assignments must be completed neatly, correctly, and on time.
2. Hands, feet, and objects are kept to oneself.
3. Playground and other equipment are used properly and safely.
4. Playground balls, etc. may NOT be taken to the playground after school.
5. Directions of supervisors will be followed.
6. Swearing/foul language is never permitted.
7. Candy and gum are not permitted during the school day without permission.
8. Students are expected to walk quietly at all times in the school building.
9. Use of cell phones/electronic devices during school hours is not permitted without permission.

Suspension is ordinarily imposed for serious offenses and is normally of fixed duration. Depending on the seriousness of an offense a parent/guardian may be asked to remove their child from school until a meeting can be arranged. The pastor and the principal have the right to suspend a student for a serious offense until a plan is established for modifying student behavior.

Expulsion is permanent and will be reported to the local public school district administrator.

Reasons for expulsion include but are not limited to:

1. Repeatedly refusing or neglecting to obey school rules.
2. Engaging in conduct that endangers the health, safety, or property of another.
3. Striking or assaulting any school employee
4. Unprovoked battery and/or attack of another person
5. Exhibiting/using any dangerous weapon(s) on or near the school premises
6. Vandalism
7. Possession of alcohol, tobacco, or other drugs
8. Gun, knife, or other weapon or look alike weapon at school
9. A continuous pattern of bullying or making remarks that hurt the character of another person is never permitted.

The pastor with the teacher and administrative team will make the final decision regarding expulsion after consultation with the Superintendent of Catholic Schools.

Consequences vary according to age and development.

Classroom Discipline Policy

Students in 4K through grade 3 are expected to follow our Classroom Discipline Policy:

Expectations are as follows:

1. Follow directions.
2. Keep hands, feet, and objects to yourself
3. No teasing, name calling, or put downs
4. Be prepared for class
5. Raise your hand and wait to be called on
6. Treat others as you would want to be treated

Students in grades four through eight are expected to follow this Classroom Discipline Policy:

Our goals for middle school include giving your child a quality education as well as teaching responsibility, time management, and organizational skills. The following is a list of our policies for grades four through eight:

Bible Journal

The students in grades 4-8 are required to read and summarize a bible passage every night. This should take a maximum of fifteen minutes. Grades four and five need to read the passage and write a short summary. The sixth, seventh and eighth grade will start the year reading the passage, writing a summary and including a meaning.

A bible journal that is not complete will affect their religion grade and they will have to stay in at noon recess to complete the missing assignment.

Homework/Late Assignments

Every child will be given a homework folder to keep assignments in that are due. If a student does not hand in an assignment on the due date, the student will complete the assignment during recess that same day.

All late assignments will result in a ten point deduction from the student's grade.

Name/Headings

Any assignment that does not have a proper name and heading will result in a five point deduction from the student's grade.

Corrections

All students have the opportunity to correct a "D" or "F" assignment. Corrections must be made on all incorrect problems, and they must be handed in within one full week. The corrections must be done **on a separate piece of paper** and stapled to the original assignment. Points will not be given back without the original assignment attached. This does not apply to tests and quizzes.

Tests/Quizzes

We will no longer be sending home tests or quizzes to be signed since all grades are accessible on Teacher Ease. If you view a grade on Teacher Ease and would like to see the test or quiz, just notify us and we will send it home with your child. The test must be returned the next school day.

Study Hall

Everyone will be given a thirty minute study hall at the end of the day. Other work times will be available throughout the day.

Study hall is a time to be working and studying quietly. If students are talking, there will be consequences and study hall time will be lost.

Classroom Neatness

Each student is responsible for keeping his/her cubbies and classrooms neat and tidy. If a student leaves items lying around in any classroom, it will be taken by the teacher and he/she must pay a quarter to get it back. Any money collected will benefit the school.

Staying In At Recess

The following are reasons a student could lose recess time:

- * not coming to class prepared (5 minutes)
- * classroom disruption (5 minutes to whole recess)
- * incomplete assignments (whole recess)
- * inappropriate behavior when a substitute teacher is present in the classroom

Home Study

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Students will be encouraged to write assignments down in an assignment book and will know in advance of tests, quizzes, and long and short term projects.

Grades 2-3 20-30 minutes

Grades 4-5 40 minutes

Grades 6-8 60 minutes

Dress Code

- Students will dress in clothing in good taste and appropriate for school.
- Offensive words or pictures, commercial advertising or advertising of liquor or tobacco will not be allowed.
- Appropriate tank tops are permitted during the months of April, May, September and October.
- Shorts with frayed hems are not permitted. Shorts, dresses, and skirts should reach your fingertips in figuring appropriate length.
- Halter tops and short shirts are not permitted.
- Cutoffs or spandex shorts are not permitted.
- Clothing that is too tight or revealing (e.g. razor back tank tops, and cut out t-shirts including wearing them for PE classes is unacceptable.
- All students are expected to dress according to the weather. Shorts, skirts, skorts, capri pants, dresses and flip-flops may be worn during the months of April, May, September, and October. If girls wish to wear skirts or a dress after October, they should wear stockings or leggings under the skirt or dress.
- If temperatures are unseasonably hot, the principal will make the necessary/reasonable decision as to the dress code during these days.
- Students without boots must stay out of the snow.
- Students who play on the playground equipment are expected to wear sneakers not flip-flops. This is a serious safety issue.
- **Students should dress appropriately for mass on Fridays. No athletic pants or shorts should be worn. All students are allowed to change clothes after mass.**

Age/appropriate dress for students in 4K-Grade 4

Appropriate tank tops, T-shirts and sun dresses may be worn on hot days. Due to climbing on equipment shorts should be worn under dresses.

- Students without boots must stay out of the snow.
- Students who play on the playground equipment are expected to wear sneakers not flip-flops. This is a serious safety issue.
- **Students should dress appropriately for mass on Fridays. Athletic shorts, or sports pants are not permitted. Students can change after mass.**
- All students are expected to dress according to the weather. Shorts, skorts, skirts, capri pants, and flip-flops may be worn during the months of April, May, September and October.
- After October if students wear skirts, dresses they should wear stockings or leggings.
- Shorts, dresses, and skirts should reach your fingertips in figuring appropriate length
- If temperatures are unseasonably hot, the principal will make the necessary/reasonable decision as to dress code during these days.

Good Rule: If you think you have to ask or think you shouldn't wear it, you probably shouldn't.

Gym Clothes

All students are required to have tennis shoes for gym. Grades 4-8 will change clothes for gym. T-shirts (no cut out T-shirts), shorts and tennis shoes are required for gym. Students are required to change back into their regular clothes after class. Gym clothing should not be kept at school but should be taken home at the end of the school day.

Emergency School Closing

In the event severe weather conditions require school to be called off either before starting or through early dismissal, this information will be relayed to the local radio stations or the Skylert System (auto dialer from the Potosi School). We follow the Potosi Public School closings. The Potosi Superintendent makes the decision on school closings.

Field Trips

Field trips are privileges afforded to students.

Parents may refuse to allow their children to participate in a field trip.

Students not going on a field trip must attend school and complete assigned work that day.

The school, too, may deny participation if behavioral (including work behavior) requirements are not met or the proper permission form has not been returned. Permission slips are always sent home in advance of the trip.

Please continue in your usual prompt way of returning permission slips on the day they are to be returned.

Fund Raisers

Fundraisers are an important part of our budget.

We count on them for 10% of the total school operating income.

With the approval of the Parish Education Commission, students participate in two major fundraisers each year and sometimes 3 depending on the needs of the school.

1. The magazine drive fundraiser begins during the fall of the school year.
2. The garbage bag/pizza sale begins in the late fall.
3. We have another pizza sale in late winter. Great success!

These fundraisers are included as income in our school budget and are a way for our students and parents/guardians to help with the operating expenses **of our school**. Father Dick, our pastor, is extremely generous in the subsidy the parish gives to the school on an annual basis.

In conjunction with the public school, students will also take part in the fundraisers that support programs in the public school in which they participate.

The Scrip program will continue this year. Please try to participate in the program. It costs nothing extra for you and it can provide significant benefits for SS. Andrew-Thomas.

Health

Please do not send your child to school if he/she is sick. If a child becomes sick or injured while at school, the parent/guardian will be contacted.

An emergency form should be completed each year (one per family).

In the event there is a change of any kind to be made on the emergency form, please inform the school immediately.

Honor Roll

Students in grades four through eight maintaining an **86% average** in those classes that have a number grade will be listed on the honor roll. A grade of "S" or better in non-academic classes, effort, and deportment *is also required*.

Health Insurance

Please note that the Diocesan insurance policy does not cover student accidents unless it is a matter of liability.

Lunch Program

Payment of lunch fees is expected monthly. **If a bill is overdue, the student will be asked to bring a sack lunch to school.** Hot lunch money must be on a separate check *as it goes into a separate account*.

Any payments from home should be enclosed in an envelope with the student's name and contents written on the envelope.

The Department of Public Instruction (DPI) inspects and regulates our lunch program. Our lunch program is an Offer versus Serve program. This means the entire lunch will be offered *and a student is required to select at least three components*.

Jelly sandwiches are always available to students. Seconds will be given when all students have received their meals.

A lunch menu will be sent home at the beginning of each month.

Forms for free and reduced lunch are sent home at the beginning of each year. Please look at these guidelines carefully. If you qualify, please return the form to school. DPI

reimburses all reduced/free lunches. The information is strictly confidential. Staff and students do not know who receives a free/reduced lunch.

DPI sets guidelines and requirements for our lunch program. Required nutrient standards include calorie allowances, protein, calcium, sodium, vitamins, total fat content, and saturated fat content. Price per day for hot lunch in 2016-2017 is \$2.70. This is a \$0.05 increase. We have no control over DPI regulations and increases.

Morning Break/Breakfast

We offer milk, juice, cereal, toast, and other items each morning. The cost for each item is **\$0.35**. Each breakfast card costs **\$7** and has 20 punches. Students are allowed a maximum of two items per day.

Medication Policy

In order for medication to be safely administered at school, the following policies will be followed:

Administering prescription medication to students at school:

This is governed by Wisconsin State Statute.

- The prescription medication request authorization form must be signed by the physician ordering the medication and by the parent or guardian for administering the medication to the child at school before the medication will be given by school personnel.
- The physician must indicate how many days the prescription medication is to be administered at school.
- The parent or guardian must supply the school with the prescription medication in a properly labeled pharmacy container. Please do not send in an unlabeled bottle or baggie, etc.
- The labeled bottle must be the original from the pharmacy and show the following:
 - name of child - name and telephone of pharmacy - name of physician.
 - name and dosage of medication and the exact times medication is to be administered.

Administering non-prescription medication to students at school:

- Non-prescription medication, including aspirin or Tylenol, will not be administered to students without written permission from the parent or guardian.
- The parent or guardian must provide the non-prescription medication, and it must be in the original container.
- The parent or guardian must indicate how many days the non-prescription medication is to be given at school.
- If your child is prone to headaches etc., the office can keep non-prescription medication for your child in the original container with specific directives from you for administering the medication and your permission.

Playground Equipment

The school provides playground equipment. Students may bring softball gloves from home. Metal bats are not allowed for the safety of all. Students are strongly discouraged from bringing any other toys or equipment from home. The school will not be responsible for lost, stolen, or broken items. Students who play on the equipment are asked to wear tennis shoes. Flip-flops are not permitted due to safety issues.

Promotion - Retention

Students working up to ability and who are successful in all major academic areas will be promoted to the next grade. Any student failing a major subject may be retained in that subject area. If a child fails to work up to his/her ability causing failure in more than one major subject area *he/she* may be retained at the grade level. Retention is to be a help to a student not a deterrent. In the case of retention, parents/guardians will be notified at the end of January of the possible retention, the reasons, and ways to improve.

Report Cards

The marking system is reported to parents on a quarterly basis.

Grade Code for Grades 7-8

A 93 - 100	C 76 - 85
B 86 - 92	D 70 - 75
F 69 and lower	

Grade Code for Grades 3-6

A 90-100	C 70-79
B 80-89	D 60-69
F 59 and lower	

Codes for Progress in Grades 1-2

O- Outstanding V- Very good S – Satisfactory
N- Needs Improvement U- Unsatisfactory

4K and K

4K students receive age appropriate assessments of their progress.

Parent/Guardian Conferences

Teachers may meet with a pupil's parent/guardian for the purpose of discussing the student's progress in school at any time. Please set up an appointment with the teacher.

All parents/guardians are **required** to meet for the first quarter conferences.

Third quarter conferences are optional. Report cards are sent home.

School Community

- School community spirit is fostered through school Masses, prayer services, student activities, and teachers, staff, parents, guardians, parishioners, and the Potosi Community working together.

- According to our school philosophy, parents are key members of the home/school team.
- Criticizing school staff or school procedures in the larger community without first bringing the issue to the school personnel involved can be a matter of justice.
- Parents/guardians who have a question or concern about their child's education are asked to make an appointment with the teacher.
- If the matter is not resolved in this meeting, the parents are requested to make an appointment with the principal or pastor.
- Efforts will be made to work out concerns in a timely manner and by means consistent with gospel values.
- Please refrain from criticizing a teacher in front of your children.
- Please direct questions, concerns, and comments to the teacher.

Student Records

All student records are considered confidential. The school may release student records to the parent or guardian on written request to the principal. Records will be released to other programs or agencies only with parent's written consent. When a student transfers, records are transferred from school to school after the school receives a written request from the parent.

Parents who are subject to a restraining order or other court decree may be denied access to student records unless the written permission of the child's other parent or the child's guardian is received.

Testing/Reports

- STAR360 Tests will be administered to students in grades 1-8 in September, January, and April. Test results are made available to the parents at parent/teacher conferences.
- Students in grades 1 through 3 will be tested using DIBELS (Dynamic Indicators of Basic Early Literacy Skills).
- Parents may request further or specialized testing for their child through the M-Team (Multi-disciplinary team) at the public school. Referrals are made through the school office after a consultation with the classroom teacher.

Entering the School Building

Security measures have been taken for entering our school building. The front doors will be locked at all times, we have installed a security system with a camera. Before entering the building, please read the instructions mounted above the outside door bell. All entrances to the building will be locked during the day. Admittance to the school is only through the front security door system.

Visitors

Visitors are asked to stop at the office on entering the school. Whether a visit is of a brief or extended nature, please check in at the office. It is for everyone's safety.

Visitors will wear a name tag when they are visiting in the building.

It is always great if you call the office and let us know ahead of time that you are coming for lunch. Please feel welcome to join us for lunch and or classroom visits.

Volunteer Program

Please feel free to come and volunteer anytime at school. We will try to schedule volunteers for library and clerical assistance. The pizza fundraiser which will be held in early September this year is always ready for volunteers. If you are able to volunteer throughout the year, please call the school office.

Emergency Form/ Current E-Mail Addresses

Please fill out the emergency card- one per family. Send back ASAP.

It is important that we have your current e-mail addresses. This year, we are sending as much as we can via e-mail. This will include the monthly newsletter, calendar, and hot lunch menu. Also any other information including permission slips for field trips and pertinent information throughout the month. If someone does not have access to e-mail, please let us know and we will provide you with a hard copy of the information. Send this information back to us ASAP.

Cell Phones

Students do not use cell phones at SS. Andrew-Thomas School during the day. Cell phones that are needed after school should be in the off position and kept in the students' bookbag until school is over. Any messages the school office may receive for students will be immediately delivered to them. Students are allowed to use the school phone with permission from the office staff and teachers.

Child Internet Protection Act (CIPA)

All students must be educated about appropriate online behavior which includes interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Internet

The following describes the ethical use of the internet and related technologies by all employees, volunteers, and students. Access privileges may be removed, disciplinary action may be taken, and /or appropriate legal action taken for any violations that is unethical and may constitute a criminal offense.

Internet/Email Terms, Conditions, and Regulations

The use of internet and related technologies must be in support of education and research and consistent with the educational objectives of SS. Andrew-Thomas School. Students must be under the direct supervision of a teacher at all times. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or damage hardware or software.

SS. Andrew-Thomas Acceptable Use Policy

SS. Andrew-Thomas School's computer network provides access to the Internet. To use an account, a student, and his/her Parent/Guardian must first read and sign the contract entitled: "Student/Parent Notification and consent Form." Students should have no expectation of privacy on the computers, as use will be monitored.

An adult supervisor will be present at all times during student usage. SS. Andrew-Thomas will instruct students in the ethical use of electronic communications, as part of its regular curriculum.

Copyright Laws:

All federal Copyright Laws are in effect for the usage of SS. Andrew-Thomas School computers. Some of the highlights are:

- Students may not load onto a computer, or run any software for which neither the school, nor the student, has the license.
- Students may not copy commercial software to share with a friend.
- Students may not copy software off of SS. Andrew-Thomas School computers to “borrow” for use on their home computers.

Network Etiquette:

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Internet users will review or download only information and images that are classroom related, have educational value, and are consistent with school educational goals.

Parents and students will be required to sign and return the “Student/Parent Notification and consent Form” before students will be issued an individual user account.

Privileges

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of these privileges. Any child who breaks one of the mini-iPads will be responsible for replacing it, if it was negligence on the part of the child.

Anti-Bullying Policy

SS. Andrew-Thomas School is a Catholic School where we view Jesus as our teacher and role model. It is our mission to invite our students to achieve a solid academic foundation, enlivened by the Gospel that will enable them to become problem-solvers, communicators, and caretakers of the world. SS. Andrew-Thomas School will not tolerate bullying behavior. Guided by this policy, our Classroom discipline policy, and our Gospel Values, bullying behavior will be dealt with in a serious and timely manner.

We believe that all students have the right to a safe, caring and respectful school environment, free from bullying behavior. We also believe students have the responsibility, through their actions, to assist the staff in creating a safe, caring and respectful environment.

1. Roles and Responsibilities

SS. Andrew-Thomas students have a responsibility to:

- promote a positive environment by respectfully treating others as they would like to be treated
- refuse to bully others or to be a bystander to acts of bullying

- report all acts of bullying they may encounter or observe to appropriate school personnel

The bullied are expected to:

- report honestly and accurately bullying behaviors to staff in a timely manner
- learn and apply appropriate strategies to counter bullying behaviors

SS. Andrew-Thomas parents/guardians are encouraged to:

- inform the school (teacher or staff) if bullying is suspected
- work with the school to resolve and prevent further incidents of bullying

2. DEFINITION:

Bullying is a repeated and intentional act of peer abuse. A student is bullied when he or she is exposed to negative actions on the part of one or more students causing emotional, psychological and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational or reactive. Intentionally and falsely accusing another student of bullying behavior will be considered bullying behavior. Bullying involves imbalance of power, creates fear and interferes with a safe, caring and respectful environment.

We encourage students to let others know what hurts them and to say “stop” when hurtful behaviors (such as name calling, humiliation, gossiping, exclusion, threatening, etc.) continue. Common language that we use in school should include, “We don’t do that here!” or “We don’t say that here!”

FINAL NOTE

This Handbook is intended as a guide to school policy and procedures for the benefit of the school and its students. The school reserves the right to deviate from literal compliance with the terms hereof, when the school deems it necessary in the interest of the school and its students. Any changes of the amendments will be sent home to you in a timely manner.

This Handbook was reviewed and revised for the 2016-2017 school year.

PLEASE SIGN THE FORM INDICATING THAT YOU HAVE GONE OVER THE INFORMATION CONTAINED IN THIS HANDBOOK WITH YOUR CHILD(REN). PLEASE SEND THE SIGNED FORM TO SCHOOL BY SEPTEMBER 13, 2016.