

St. Wenceslaus School

227 East Main Street, New Prague, MN



KIM DOYLE, Principal

(952) 758-3133 www.swsaints.org

POLICIES AND PRACTICES:

Parent/Student Handbook

2017 – 2018

Table of Contents

Mission and Philosophy Statements.	3
Discipline with Purpose.	5
School Staff.	7
General Information	9
Schedule, Mass, Lost & Found, Out of Uniform Days, Uniform Policy	
Financial Obligations.	13
Registration, Tuition Policy, Fundraising Guidelines, Dome Work Agreement, Early Withdrawal, Hot Lunch and Milk	
A-Z Practices and Policies.	18
Assessment Practices, Buddy Family, Bullying Behavior, Counselor, Distribution of Materials, Early Dismissal, Electronic Device Use, Field Trips, Gift Deliveries, Homework, Immunizations, Internet, Instructional Movies, Middle School, Non-Custodial Parent, Non-Discrimination, Parent Conferences, Parties, Recess, Snacks, Allergy Aware and Food Safety, School Property, Snowballs, Snow Days, Solicitations, Special Services, Student Records, Telephone Usage, Transportation of Students, Volunteers, Wellness, Winter Weather	
School Attendance.	34
Absence from School, Dental/Doctor Appointments, Family Vacations, Leaving School	
Safety.	36
Arriving and Leaving School, Bus Services, Crisis Management, Emergency Evacuation, Mandated Reporting, Safety Patrol, Transportation, Visitors	
Annual Activities.	39
Marathon, Sweepstakes, Athletics, Christmas Program, Catholic Schools Week, Fish Fry, Ice Fishing Contest, Auction, After School Softball, Grandparents/Special Guest Day, All Stars Softball Game, Golf Tournament	
School Policies.	43
Discipline, Detention/In-School Suspension, Suspension/Expulsion, Harassment, Sexual Misconduct, Drug, Tobacco, Weapons, Lockers & Personal Possessions, Personal Electronics and Early Childhood Screening	
Administration of Medication.	50
St. Wenceslaus Conciliation Policy.	52

Internet Use Policy..... 54
Device Loan Agreement..... 56
Handbook Statement..... 63



Mission and Philosophy Statements

MISSION STATEMENT

"St. Wenceslaus Catholic School is a family-centered faith community, committed to the intellectual and spiritual formation of our students. We provide a high quality academic program that builds leadership and self-confidence while nurturing a loving relationship with God and encouraging service to others."

Philosophy

St. Wenceslaus Catholic School intentionally promotes a family-centered atmosphere. We create opportunities for students to build relationships with each other and for families to connect with the school community.

Faith is the foundation of our mission. It is the guiding force of our school's purpose and existence. We work to develop a relationship with God through participation in the rich traditions of our Catholic Church. We teach our students to have compassion and empathy for the needs of others and facilitate activities that cultivate a serving heart.

Our academic goal is to ignite the intellectual potential of each student. Academics are tailored to meet each student's needs and maximize their learning opportunities. Our school challenges and supports students to reach beyond their level of comfort so that they may become confident leaders and learners.

**St. Wenceslaus School is fully accredited by the
Minnesota Non-Public School Accreditation Association.**

PHILOSOPHY OF DISCIPLINE

We believe the St. Wenceslaus School Community helps the student form proper habits and attitudes that encompass respect, obedience and courtesy. We believe the teachers; students and parents must share this responsibility of discipline in a spirit of love.

We believe in:

- Respect for each other and for all authority.
- Courtesy at all times and in all places.
- Respect for all people and their property.
- Value and realization of the importance of time.
- Neatness in all assignments.
- Unselfishness toward others.
- Proper safety habits.
- Sense of fair play and trustworthiness.

We believe that disciplinary measures should be taken when a student deliberately fails to comply with school and classroom regulations.

Behavior Expectations - Code of Behavior

St. Wenceslaus School has a responsibility to parents and students to provide students with a suitable Christian environment while on school premises. An environment conducive to learning must be maintained to insure equal opportunity for all students. A desired goal is to have students who are self-disciplined regarding expected behaviors. A desired outcome is to exhibit their faith as demonstrated by how you treat others around you.

Before effective learning can take place, reasonable order must be present. Basically, the responsibility of classroom discipline rests with the teachers; however, the principal is responsible to provide supervision, guidance, and assistance to teachers in handling discipline problems. Each classroom has their own set of behavior expectations. The school incorporates the 15 skills of the "Discipline with Purpose" curriculum. This is a school wide program to teach students the self-discipline skills needed.

Specific behavioral expectations are designed to promote a safe and orderly environment that will demonstrate respect for one another. St. Wenceslaus desires to promote a positive approach to discipline. Early intervention in attempting to improve a student's behavior is strongly encouraged.

St. Wenceslaus School reserves the right to vary the positive or negative consequences given for inappropriate activity as outlined in this handbook.

DISCIPLINE WITH PURPOSE

St. Wenceslaus School uses the Discipline With Purpose philosophy and Curriculum to help students maintain good behavior and attitudes while at school.

The Discipline With Purpose program uses the definition that self-discipline is a person's ability to "WAIT". While "Waiting", a person thinks and processes and decides how to act. Waiting is a master skill that helps people delay impulsive behavior. In one way self-discipline can be thought of as the ability to control impulsive behavior until you have a choice to make a deliberate choice about the action that might be most appropriate for any given time.

Fifteen natural opportunities for people to practice are present in daily life. These opportunities are so natural that often they are missed or taken for granted. The fifteen-skill framework used with the Discipline With Purpose program includes:

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing: Time, Space, People, and Things
5. Exhibiting Social Skills
6. Cooperating
7. Understanding and Explaining Reasons for Rules
8. Figuring Out How to Accomplish Tasks
9. Demonstrating Leadership
10. Communicating Leadership
11. Organizing: Time, Space, People, and Things
12. Resolving Problems
13. Initiating Solutions
14. Distinguishing Facts from Feelings
15. Making Sacrifices and/or Serving Others

Why is it beneficial to use a Self-Discipline Framework when working with Children?

1. The fifteen self-discipline skills provide adults and children with a common way to talk about growing up and becoming self-directed.
2. The skills provide students with daily examples of how they can relate to others in a positive manner.
3. The use of the framework can challenge students to set personal goals and push beyond their comfort level in learning how to work with others.
4. The use of the framework for making decisions about a person's growth in self-discipline can serve as an objective standard when talking about behavior.

5. Illustrations of skills can reflect the culture of the community using them and give students a mental image of each skill for easier recall.
6. Because the skills are grouped and taught developmentally, realistic expectations for children's behavior can be determined.

Teachers will use the Discipline With Purpose Framework and Curriculum to teach the fifteen Skills.

By the following:

1. Pre-teaching – which demonstrates expected behaviors to students
2. Modeling and Coaching
3. Infusing skills into our existing curriculum
4. Using the DWP curriculum with lessons developed at each grade level.

In our school – students who may have a discipline problem will be asked to describe their behavior. Make a decision of how to act on that behavior. Then asked to follow in accordance with their decisions. Teachers will guide them through this process for both positive and negative situations. This will help the student become better self-directed self-disciplined learners who are concerned about themselves, the people around them and the space in which they live. They will become people who practice using the 15 skills in the program, which will lead to many positive outcomes in their life ahead.

School Staff

Administration	
Kim Doyle, Principal	Father Kevin Clinton, Pastor
Sherry Hartman, Administrative Assistant	Father David Barrett, Associate Pastor
Joan May, Technologist	
Leah Zvanovec, Coordinator of Admissions & Marketing	

Faculty

Kindergarten

Lisa Schneider

Third Grade

Jennifer Rosen

Fifth Grade

Ann Christy

Music

Kathrine Gorr PreK-8

Part-time Teachers on Special Assignment

Kathy McNamara

Elaine Harty

Assistant Teachers

Linda Smisek

Teresa Rademacher

Kitchen Staff

Mary Wick (Director)

Nancy Moulton (assistant)

Hedi Pelowski (assistant)

First Grade

Jennifer Wetschka

Fourth Grade

Dawn Biren

Sixth/Seventh/Eighth Grades

Jamie Schoenbauer

Becky Zwirner

Becky Smisek

Jill McBroom

Art

Leah Zvanovec K-8

Preschool

Jolene Busch-Director/Teacher

Tammy Sirek - Teacher

Annette Stavos - Teacher

Annie Schmitz – Aide

Sarah Gullickson – Aide

State Funded Employees

Rhonda Pauly – Health Para

Second Grade

Jane Jeffrey

Library

Annette Stavos

PE

Mike Tschimperle K-8

Club House PreK-5

Jessica Bohnsack-Director

Annette Stavos PreK - Afternoons

St. Wenceslaus School Advisory Council

Jan Ruhland - Chair
Dana Klein
Brett Simon

Pat Goggins
Stephen Pettinelli
Brian Gjerde - Vice Chair

Bob Connelly
Kelly Moeding
Joe Weiers

General Information

SCHOOL DAY SCHEDULE

Kindergarten – Grade 8

7:15 a.m.	Teachers arrive
7:35 a.m.	First bell rings go to classrooms
7:45 a.m.	School Begins
7:45 a.m.	Prayer and Pledge to the Flag
7:50 a.m.	Classes begin
7:55 a.m.	(Wed.) 8:00 Mass begins
10:40–12:20	Lunch & Recess – 2 shifts
2:30 p.m.	Dismissal

Preschool

8:00-11:00	Prekindergarten M,W,F
9:00–12:00	Prekindergarten M,W,F
9:00 – 11:30	Preschool 3 /4's T,Th

Students who walk or are dropped off should not arrive before 7:25 a.m. When the 7:35 bell rings students are to report immediately to their respective classrooms. All students must be in school by 7:45 a.m. to be ready for the school prayer with which classes begin. Students who arrive after 7:45 a.m. will be marked tardy. Tardiness due to a problem with a bus is an exception.

Children go directly home after school. All children must be out of the building by 2:45 p.m. unless they have special permission from a teacher to stay longer. School staff members are not responsible for supervising after school activities that are not a part of the daily academic program. **Students still at school after dismissal (2:45) will be sent to the Club House Extended Care Program for a Drop-In fee of \$3.00 per half/hour.**

MASS-RELIGION

St. Wenceslaus School is open to and accepting of children from all religious denominations. All students enrolled at St. Wenceslaus School are expected to participate in all religious related activities including, but not exclusive of: Mass, daily religion classes, reconciliation services, and prayer events including The Living Rosary and Stations of the Cross. We understand that full participation in the sacraments of Eucharist and Reconciliation is not possible for all students.

Religion classes are held 4 - 5 days a week. Classes include instruction in the faith, liturgy preparation, sacramental preparation, values, sexuality, and moral development. All students attend Mass once each week. Special time is given to the preparation of students for each Mass attended. Active participation by students is required.

All school Masses and/or prayer services are celebrated each Wednesday at 8:00 a.m. Exceptions to the Wednesday services are: Any Holidays or Feast Days that fall on a different day and the Last day of school.

- Students in Grades 7 and 8 are expected to wear clothing appropriate for Mass. This may include long pants or nice shorts and a dress shirt/polo for boys and girls and/or a skirt/dress for girls.

LOST AND FOUND

Labeling clothing, especially sweaters/sweatshirts and boots, is important. A lost and found box is provided near the office. Annually, a large number of unlabeled and unclaimed clothing articles have to be discarded. Please make your child responsible for his or her own clothes.

OUT OF UNIFORM DAYS

On some occasions, fieldtrips and special celebrations, students will be allowed to attend school without wearing a uniform. On these days, your child's classroom teacher will advise students and families of what clothing is acceptable. (*See Uniform Policy*). In addition there are special school wide days when uniforms are excused but other SWS spirit wear is required. An example would be marathon shirt Friday's, homecoming, holiday celebrations, and Catholic schools week theme days.

UNIFORM POLICY and DRESS CODES (2017-18)

The approved Uniform Policy for St. Wenceslaus School is listed below. Gently used uniforms are available through our exchange program at no charge. To guarantee approved items are acquired, families are encouraged to purchase their uniform items through **Donald's Uniforms or Educational Outfitters**. You may shop online at www.donaldsuniform.com or <http://minnesota.educationaloutfitters.com>. You can also shop directly in the Donald's Uniform locations in St. Paul or Eden Prairie. Educational Outfitters is located in St. Louis Park.

If you have questions about uniform items from another vendor, please contact the school for samples of approved uniform items. These items must also conform to the uniform policy listed below.

Uniform for Girls (Grades K-6)

Jumpers

- Blue and green plaid jumper with 2 pleats in front and 2 pleats in back (Donald's #55) – Other plaids will not be accepted.

Shirt/Blouse

- Short or long sleeve white uniform blouse (Peter Pan or pointed collar)
- Short or long sleeve white, light blue or red knit polo shirt (red polo must have a logo, white & light blue can have logo or may be plain)
- White or Red long sleeve turtleneck
- Buttons must be white or clear
- Must NOT have any lace, ruffles, logos, zippers or wide collars

Pants/Shorts/Skorts/Skirts

- Navy blue twill DRESS pants – Uniform style (No elastic waist or knit pants)

- Navy blue twill dress shorts, skorts, capris, skirts or blue & green plaid skirt – uniform style from Donald’s.
- No outer pockets, zippers, logos, or other detail

Sweaters/Sweatshirts/Fleece Jacket

- Red or Navy Blue cardigan or pullover sweater must be plain weave and cardigan must have plain buttons (no hoods, pockets, trim, or zippers)
- St. Wenceslaus School Sweatshirt – Red or Navy - One of the approved polo shirts or blouses must be worn underneath the school sweatshirt.
- Red or Navy Blue fleece jacket with school logo- only available at Donald’s

Socks and Shoes

- Tights or socks (White, Red or Navy) - Socks must be worn at all times with all types of shoes
- No backless shoes, sandals, or flip-flops. Closed toe/closed heel shoes are required.
- Athletic shoes are required for all field trips and physical education classes.
- Leggings may be worn under a skirt, jumper or skort instead of tights (red, white or navy blue)

Uniform for Boys (Grades K-6)

Shirts

- Short or long sleeve white, light blue or red polo shirt (red polo must have a logo, white & light blue can have logo or may be plain)
- White or Red long sleeve turtleneck
- Button down dress shirts are not approved

Pants/Shorts

- Navy blue twill DRESS pants – Uniform style or shorts (No elastic waist or knit pants)
- No outer pockets, zippers, logos, or other detail
- “Cargo” pants or shorts are not approved

Sweaters/Sweatshirts/Fleece Jacket

- Red or Navy Blue cardigan or pullover sweater must be plain weave and cardigan must have plain buttons (no hoods, pockets, trim, or zippers)
- St. Wenceslaus School Sweatshirt – Red or Navy - One of the approved shirts must be worn underneath the school sweatshirt.
- Red or Navy Blue fleece jacket with school logo- only available at Donald’s

Socks and Shoes

- Navy blue, white, red, or black socks
- Socks must be worn at all times with all types of shoes
- No backless shoes, sandals, or flip-flops. Closed toe/closed heel shoes are required.
- Athletic shoes are required for all field trips and physical education classes.

Dress Codes for Grades 7-8 (Boys and Girls)

The students in Grades 7 and 8 are not required to wear the uniform. The dress code, however, must conform to the dictates of modesty and proper attire for all. The following Dress Code has been approved:

- Pants must be neat and clean. Pants must be free from holes or not show signs of excessive wear.
- Dresses, skirts, and shorts should be no higher than approximately 6" above the knee.
- Halter-tops, tank tops or tube tops are inappropriate types of dress in an academic setting and therefore will not be allowed. Bare stomachs and/or bare shoulders are not acceptable.
- Girls may not wear tight stretchy pants such as leggings, yoga pants, jeggings and the like without wearing a long shirt that covers the student's body past the torso area. Tights are never acceptable unless under a dress and may not be substituted for leggings.
- Students are not to wear hats, coats or jackets in the classroom.
- Any clothing displaying alcohol, controlled substances, sexual connotations or firearms and violence is prohibited at any time.
- Athletic shoes are required for all field trips and physical education classes.

Mass Attire for Students in Grades 7 - 8

- Students in grades 7-8 are expected to wear clothing appropriate for Mass.
Boys: Long pants or nice shorts – No Sweat pants.
Boys: Dress shirt/polo shirt with buttons and a collar – No Sweatshirts.
Girls: Long pants or nice shorts with nice top/shirt. – No Sweatpants and sweatshirts.
Girls: Skirt/Skort or Dress with an appropriate style and length for Mass.
- Students wearing any other type of clothing judged by the Dress code policy, principal or classroom teacher as unacceptable for school will be sent home for a change of clothing or will be given an appropriate alternative item to wear from the staff.

Most Common Uniform & Dress Code Violations

For your convenience we have listed below some of the most common dress code violations seen at St. Wenceslaus School. Adherence to our dress code policy is very important. We strongly encourage you to call the school office with any questions regarding approved uniform items.

- Violation: Girl's plaid jumpers from other area schools or the wrong plaid lines/colors
- Violation: Girls stretch knit pants with elastic waist
- Violation: Girls cardigan sweaters with ruffles, hoods, zippers, ornamental weave and/or decorative buttons
- Violation: Girls socks or tights with ornamental design
- Violation: Boy's button down collared dress shirts
- Violation: Boy's "cargo" pants or shorts with outer pockets, zippers, logos, etc.
- Violation: Coats and jackets and non-approved sweat shirts/sweaters worn in the classroom.

- Violation: Shoes without socks. Inappropriate shoes
- Violation: Shorts and Skirts that are more than six inches above the knee.
- Violation: Leggings or yoga pants worn with a short shirt or top.
- Violation: Tights worn under shorts or in place of yoga pants.

Any non-approved clothing items worn to school will be considered a policy violation. A written note will be sent via e-mail to the parent on the first violation. If a second violation occurs, the student will be sent home for a change of clothing or will be given an appropriate alternative item to wear from the staff.

Financial Obligations

ADMISSION POLICY

Registration for enrolling your child/ren at St. Wenceslaus School for the upcoming year will begin in February (specific dates will be announced each year). A non-refundable registration fee **for each student** will be required at the time of registration.

Registrations will be taken in the following order:

- (1) Children/families who are currently enrolled at St. Wenceslaus School K – 8 programs and are in good financial standing with the school.
- (2) Families already enrolled in the Little Spirit Preschool Program
- (3) New families who are parishioners of St. Wenceslaus Parish. A Waiting List will be established if needed. See Waiting List priorities below.
- (4) New families who are not St. Wenceslaus Parish members.

Classes will be filled in the order the registrations are received. Registrations received after the designated registration period will be accepted on a first come/first serve basis until the class size reaches the predetermined level.

Little Spirit Preschool will accept students based on the following:

- Child is 3 years of age (36 months) and toilet trained by September 1 of upcoming school year (pull-ups are not allowed). We strongly suggest that the child be age 3 or 4 by Sept. 1 to enter the 3-4 preschool class and age 4 or 5 by September 1 to enter the prekindergarten class.
- Child has not reached the age of six years by September 1st of the enrollment year.
- Child has special needs that, with provisions and approval of school administration can be met in our school environment.

Children/Families Currently Enrolled:

There will be an additional \$50 fee per student (not deductible from tuition) charged to any family, who, during the registration period, fails to register a student who is currently enrolled at St. Wenceslaus School and will continue to attend for the next school year.

Families with students currently enrolled will lose their priority status if not registered at the conclusion of the registration period.

Class Sizes

Class sizes for grades K-8 will be determined by the School Advisory Council and Principal based on enrollment registrations. Consideration will be given to special circumstances (i.e. students w/special needs, space requirement, etc.). Class sizes may vary at different grade levels and within the grade level.

Little Spirits Preschool Class Sizes will have a maximum enrollment of 10 students to one staff member. Maximum class size is 20 students with 1 teacher and 1 aide. When the maximum capacity is reached, a waiting list will be established. Additional classes will be added as demand allows.

Waiting List

Once a grade level reaches its determined size, a waiting list for that grade level will be established. When, and if, an opening should occur, families will be granted enrollment according to their rank on the waiting list. Within the designated registration period, priority on the waiting list will be given to parishioners, and rank will be assigned by the length of time the family has been registered parishioners. Non-parishioners will then be ranked on the waiting list on a first come/first serve basis. Any registrations received after the initial period will be placed on the waiting list in the order received. Families on any waiting list must renew their desire for enrollment each year. The waiting list will dictate in all cases.

Kindergarten Early Admission

St Wenceslaus School will adhere to the New Prague School District's Policy on Kindergarten Early Admissions. If a child is accepted for early admission, and after a certain amount of teacher-pupil contact, the kindergarten teacher determines that the child is not yet ready, the principal will notify the parents and the child will be dropped from the roll. Any monies paid to the school by this family will follow policy #3420 EARLY WITHDRAWAL.

Eligibility

A student who has been or is being expelled from any school for behavior or conduct that would also be grounds for expulsion at St. Wenceslaus School will be excluded from admission.

Prior to admission, the Principal may make inquiries to the previous school for the student's records to help aid in determining admission status. Students who transfer into St. Wenceslaus School in grades 1-8 will be interviewed by the principal before their admission is accepted. If the principal deems that the new student may disrupt the current class structure or class environment due to past issues or problems in previous school, the student may be excluded from admission.

Current or previously enrolled students who have attended St. Wenceslaus School may be denied admission for a new school year due to attendance issues, behavior issues, or needs in which St.

Wenceslaus School is not properly staffed to work with and in which the student may be better served elsewhere. The principal and teachers who know the student best will make this determination and inform the parents of this denial for admission.

REQUIRED FUNDRAISING OBLIGATION

In addition to tuition, all families are required to support our major fundraisers by volunteering their time and talents. If you have a child in both the K–8 program and Little Spirits Preschool the Marathon, Sweepstakes, Fish Fry and volunteer requirement is fulfilled through your K–8 obligations.

K–8 Families:

1. \$150 in pledges per child for Marathon
2. \$300 in ticket sales per family for Sweepstakes
3. Sell or purchase 10 tickets per family for the 1st Scheduled Fish Fry
4. Adult to work 2 events Or 2 shifts at one event (shift times vary) at the Fish Fry, Auction or Golf Tournament

(Volunteering for other events DOES NOT qualify as fulfillment of your fundraising obligation unless individually approved by the principal)

Little Spirit Preschool Families:

1. \$50 in pledges per child for Marathon
2. \$50 in ticket sales per family for Sweepstakes
3. Sell or purchase 5 tickets for the 1st Scheduled Fish Fry
4. Adult to work 1 event Or 1 shift at one event (shift times vary) at the Fish Fry, Auction or Golf Tournament

(Volunteering for other events DOES NOT qualify as fulfillment of your fundraising obligation unless individually approved by the principal)

TUITION POLICY

St. Wenceslaus School employs the outside agent called TADS to set up and manage tuition accounts for each school family. Tads.com

- The tuition form is a Contractual Agreement with St. Wenceslaus School.
- All school families in Preschool – Grade 8 are required to set up a payment plan through TADS. Payment arrangements vary based on the family selections in the TADS program.
- TADS will charge a late fee for past due tuition accounts.
- There is an annual fee for the operation of the TADS billing program. The fee is charged to the individual family and not the school.
- Families who pay tuition in full or in two annual payments are exempt from any TADS processing fees.
- All contracted tuition must be paid by April 15th of the current school year. Failure to do so may result in your child/children not being allowed to enter school for the following school year.

Financial Assistance

All SWS families are eligible to apply for financial assistance. Application must be done each year. If requesting financial assistance you can apply on-line through TADS at www.tads.com.

Program Name: St. Wenceslaus School, Program ID: SP234150000. Application deadline is May 1. St. Wenceslaus School will notify you of your application status. Early application is encouraged.

- Parents facing financial difficulties shall submit an online tuition application at www.tads.com by the application deadline date of May. Supportive Financial Documents need to be submitted to TADS. Each situation shall be reviewed by TADS (Tuition Aid Data Service). St. Wenceslaus School will offer tuition assistance as recommended by TADS. Financial Assistance will be given based on the amount in the fund and by the number of families in need of assistance at St. Wenceslaus School. Arrangements for payment for the remaining tuition will be made according to the regular school tuition payment policy. This information is strictly confidential.

SCRIP

Parents may participate in the Scrip program to raise money for supporting their St. Wenceslaus School financial obligations.

The following rules and regulations apply:

- All proceeds raised will be paid directly to St. Wenceslaus School by the sponsoring agency and once received become the property of St. Wenceslaus School.
- Individual benefits will be monitored by the school's Administrative Assistant who will establish an "Account" for each family.
- Money will be transferred from individual accounts to a family's tuition, fund-raising, or lunch account at the request of the family.
- Funds will be applied to any outstanding balances in the family's tuition, fund-raising and lunch accounts. If the funds applied satisfy the outstanding financial obligation due at the time funds are received, the remaining balance can be applied to the family's other school related needs such as registration, field trips, and supplies.
- When a family no longer has students enrolled at St. Wenceslaus School, any remaining balance in their individual account becomes a gift to our school to be used at the school's discretion. Families may recommend the balance be allocated to other existing school family accounts or to specific school operating needs.

EARLY WITHDRAWAL

St. Wenceslaus School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school after July 1st to the end of a contract year, a hardship is presented to our school community. With that in mind, the following payment schedule shall be adhered to:

Prior to September 30th – 25% of the total tuition and fundraising commitment is payable to school

Prior to November 15th – 50% of the total tuition and fundraising commitment is payable to school

Prior to January 15th – 75% of the total tuition and fundraising commitment is payable to school

After January 15th – 100% of the total tuition and fundraising commitment is payable to school

Refunds for overpayment will be considered on a case-by-case basis with the final decision made by the principal.

HOT LUNCH AND MILK (2017-2018)

All students are required to eat lunch at school. Children may not leave the school grounds at any time without permission from the school office, including lunch and recess periods.

Very important: - The lunch billing system is computerized. You are required to keep a balance in your cafeteria account. **Students can eat lunch only if money is in the account.** When your account gets low, you will be notified to make another payment via e-mail. Please submit a starting balance in fall and periodically check your balance throughout the school year. There are approximately 172 student days of school for those who wish to calculate an approximate yearly amount.

Costs are: \$2.60 per lunch for students in Kindergarten – Grade 8
 \$2.60 per lunch for preschoolers who use the Club House Day Care program.
 \$1.50 per lunch will be added if the student wishes to have a second serving of the main dish.
 \$.40 per milk for all students who want milk for the school morning snack time or only take the milk at lunch time.

Hot lunch fee includes a choice of the main dish or a choice of a chef salad along with one carton of milk.

Lactose-reduced Milk: Lactose-reduced milk will be provided upon written request of a parent / guardian.

Other Food Allergies: Please notify the office and your child's teacher if your child is danger of any food products that may be located in the classroom or ingested.

Guests and volunteers

Guest and volunteers who would occasionally like to join us for lunch will be charged **\$3.50** per meal. Guests may purchase a lunch ticket at the school office.

A-Z School Policies & Practices

ASSESSMENT PRACTICES

Philosophy of Assessment

At St. Wenceslaus School, we believe an effective assessment system motivates students to learn, communicates with stakeholders, promotes school improvement, guides instructional decisions, and shares a common vision. Assessment tools and practices are varied, ongoing, authentic, and aligned with specific learning targets. Regular and descriptive feedback is then provided to students, and all stakeholders, to positively promote learning.

Why do we assess?

Assessments are used to understand and positively motivate the student as an individual learner. Information gathered is used to understand the relationship between the learner and his / her progress toward achieving learning targets. Assessment results are used to guide classroom instructional decisions.

What is assessed?

Clear learning targets are in place for students. Teachers select learning targets focused on the most important things students need to know and be able to do. Teachers have a comprehensive plan for assessing learning targets over a specific period of time.

What types of assessments are used?

Assessments can be either formative or summative in nature. Formative assessments are all those activities undertaken by teachers and students that provide information to be used as feedback to modify the teaching and learning activities in which they are engaged. Summative assessments are used at the end of a teaching unit to measure the progress a student is making in achieving learning targets.

Classroom Assessments – To accommodate a diversity of individual learning styles and preferences, a variety of assessment tools and practices are utilized. They measure the progress a student is making in achieving learning targets. These include but are not limited to teacher observation, tests and quizzes, informal reading and math inventories, projects and presentations, performance tasks, scoring rubrics, discussion, and daily assignments.

NWEA Maps

Northwest Evaluation Assessment – Measures of Academic Progress

Students in grade Kindergarten through Grade 8 will take the MAPS tests three times during the school year. These tests will help teachers view the level that each student is at within their grade level curriculum. Tests are meant for teachers to make adjustments to their teaching and curriculum to help all students learn at their highest potential.

Other standardized tests

Minnesota Comprehensive Assessment (MCA) may be given to students in grades 3-8. The MCA tests will be used for viewing the progress of students to meet state standards in education.

ACT Aspire tests are given to the 8th grade students. These test may be given in younger grades as well. ACT Aspire tests measure students on national scales meeting standards that prepare students for high school and college placements.

How are assessment results communicated?

Teachers record assessment information accurately, keep it confidential and appropriately combine and summarize it for reporting (including grades). The best reporting option (grades, narratives, portfolios, conferences) for each context is selected. Teachers interpret and effectively communicate assessment results to students. A variety of audiences outside the classroom, including parents, colleagues, and other stakeholders receive appropriate information regarding individual student and group progress.

Parents are made aware of the progress of their child through conferences, progress reports, report cards, phone calls, and letters. It is recommended that parents and teachers stay in close contact with each other so that academic and behavioral concerns are not a surprise.

Students and parents receive information regularly in many forms including but not limited to daily work, tests, projects and presentations, conversation with teachers.

Written report cards at St. Wenceslaus School have three major goals:

1. To provide additional information regarding meeting learning targets and curriculum goals.
2. To give information regarding the growth of the whole student including critical life skills.
3. To increase student responsibility for and understanding of her / his learning.

Report cards are calculated officially two times during the school year - at the end of each semester, to the parents of students in kindergarten through 8th grade. Mid semester reports will also be sent to the parents. Parents with students in grades 5-8 are expected to view grades online. Parents are encouraged to check their child(rens) grades online often through the Cornerstone Student Information System. Log-on information to Cornerstone will be issued to all parents. The following scoring rubric is used at St. Wenceslaus School:

K-4 Social Growth

+ Exceeds Expectation

√ Meets Expectations

- Below Expectations

Works well independently

Works well with others

Able to monitor own behavior and use self-control

Contributes to class discussions

Shows respect to others

Shows respect for materials and property

Uses good problem solving skills

Completes work in a neat and organized manner

Shows responsibility for work completion

Uses time well
Actively listens to teachers and others
Follows directions and expectations of the class

5-8 grade scale

For GPA calculations, specialist classes are half, not whole credit. Art, Music, Phy Ed. Elective courses are not factored in GPA.

Grade	Score	GPA
A	93.00	4.00
A-	90.00	3.67
B+	87.00	3.33
B	83.00	3.00
B-	80.00	2.67
C+	77.00	2.33
C	73.00	2.00
C-	70.00	1.67
D+	67.00	1.33
D	63.00	1.00
D-	60.00	0.67
F	Below 60	0.00

5-8 Social Growth

- + Exceeds Expectation
- √ Meets Expectations
- Below Expectations

Shows respect
Accepts responsibility
Completes work on time
Makes good use of time
Listens attentively
Works with effort
Participates in class

Failing Grades

Students in the middle school grades of 6-8 who fail two or more of their core academic subject areas (Math, English, Social Studies, Literature, or Science) for two or more trimesters will be asked to attend a summer school program arranged with New Prague Public School Dist.721. Younger students may be asked to complete additional work or attend tutoring (at the parent’s expense) during the summer to help student growth. Students at any grade who fall significantly behind in their work due

to excessive absenteeism or failure to complete assigned work may be given an incomplete grade and/or directives for additional work to be done in the summer months along with a report card reflecting a denial to pass to the next grade level. Teachers will communicate with families of students outlining specific requirements to achieve a passing final report card.

Late and/or Missing Student School Work and Assignments

Student homework is crucial to the learning process. Teachers regularly assign homework and expect that it will be completed in a timely manner. Teachers will give reasonable timelines for work to be completed outside of school hours. If a student has forgotten to complete an assignment or chooses not to complete an assignment then consequences will be issued.

Late work will receive a 10% deduction per day. Any assignment more than 5 days late is considered a failing grade. This type of grade deduction significantly impacts the overall grade of the student. Grades are generally given as percentages in the 5th -8th grade classes. Late assignments will cause an overall reduction in a student's progress reports.

Teachers will work with each student as much as possible to help them complete missing work. A student may be required to do one or more of the following.

1. Complete the missing work independently or at home and turn it in the following day.
2. Work in a small group or individually with a teacher during a study hall time to complete work.
3. Stay in for recess or be required to come early to school/stay late after school to complete the work.
4. Miss another class or a specialist class to complete missing work.
5. Be excluded from special activities/ assemblies/ or field trip to stay in classroom to complete the work.

Missing work due to illness is expected to be complete within two days of returning to school. After this two-day allowance the work will be considered late. In the case of an extended illness, teachers will make reasonable accommodations to have student meet class expectations. Students who take extended time off for sporting events and vacations will have 2 days to complete the missing work when they return.

Exceptions may be made by individual teachers for the following situations:

- Students with diagnosed attention issues, organizational issues, and special education needs who might be struggling with the assignment and will fail if not given some leniency and added support to complete the work – but in this case a deadline may be extended for a few additional days but not longer than one week.
- Students who have a SWS accommodation plan or a 504 plan in place and may have fallen behind in many areas of school– but in this case a deadline may be extended for a few additional days but not longer than one week.
- Students who return to school after a death in the family and simply need more time.
- A first time offender who has never missed an assignment and simply needs a one-time talk about being careful.

HOMework

Homework is a valuable aid in helping students make the most of their school experience. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of students' work.

Homework is an independent activity, to be accomplished outside of the school day and without teacher assistance, to reinforce concepts learned in class. Some homework may require parental help.

The purpose of homework is to help the student master what has been taught. Mastery cannot take place as effectively when homework is completed late or not at all. Not all homework consists of writing. Reading orally or silently should always be a part of homework.

Teachers shall assign homework based on the maturity and ability level of the students in a given class. The following is a guideline for parents as to how much time should be spent on homework on a nightly basis:

- Grades 1 and 2 – 20 minutes
- Grades 3 and 4 – 30 to 50 minutes
- Grades 5 and 6 – 1 hour
- Grades 7 and 8 – 1 ½ to 2 hours

If there is a discrepancy between the above allotments and the amount of time your child is actually spending on homework, check with his/her teacher immediately. Children who are absent are to make up the work missed. Completion of makeup work must be completed in two days after returning from school.

Student Responsibility – Students are responsible for noting and understanding the homework assignment, completing it, and returning it to school on the required day. In support of our mission statement and philosophy statement, St Wenceslaus School expects full commitment by the students to have quality work done on time. Failure to turn in work in a timely manner will result in consequences at the discretion of the teacher. Students should be aware that teachers may use homework assignments to help determine their grade.

Parent Responsibility – Parents are responsible for setting a specific time and place for the student to do homework and for checking to make sure the student completes homework assignments. Parents should help with directions and check the work, but should not do their child's homework. If at any time parents have a concern about our homework policy, their child's difficulty with homework, or the need for enriched assignments, they should contact their child's teacher.

Teacher Responsibility – Teachers are responsible for assigning homework to students and for providing the explanation and direction required to ensure that students can accomplish the work with reasonable success. Teachers are also responsible for checking students' homework and notifying parents if students are having problems with homework assignments.

Each teacher should set specific homework guidelines for each class depending on the student's' needs and abilities. The guidelines may differ from class to class. Teachers may assign advanced homework assignments for certain students, as an opportunity for enrichment.

SPECIAL SERVICES

St. Wenceslaus School offers a full range of programs for students with identified specific academic and/or behavioral needs. The classroom teacher is responsible for implementing recommended accommodations and supporting individual learner needs. If you would like more information about any service listed below, contact your child's teacher, the school counselor, or the principal.

ISP – (Individual Student Plan)

District 721 provides special education services to students identified as meeting specific criteria in accordance with local, state and federal standards. Qualifying students receive special education service in the following areas: Speech and language, specific learning disabilities, autism, developmental disabilities, emotional / behavior disorders, vision or hearing impairments, or other health impairments. Direct service is provided by licensed / certified teaching staff to students at St. Wenceslaus School. Parents play a key role in determining whether a child should be assessed or receive special education services. They are also members of the team (led by a District 721 case manager) that develops the student's annual Individual Student Plan (ISP) and reviews and adjusts it on a regular basis.

504 Plan

Students who have a documented disability as provided by a family physician might be eligible for a 504 plan. Section 504 prohibits discrimination against persons with a disabling condition that substantially limits one or more major life activity. It is designed to reasonably accommodate the unique educational needs of your child and is written collaboratively with parents, teachers, school counselor, and administrator all contributing relevant information about the child. 504 plans are updated annually and information is shared with teachers and staff member who work directly with your child.

Response to Intervention

It is the desire of the St. Wenceslaus School staff that every student achieves his or her full potential and be supported in that endeavor. Students who struggle academically and do not meet the criteria for special education services or a 504 Plan, might need intervention and a plan is written to accommodate their specific needs. Teachers and parents collaboratively create this plan. The plan provides a structured and organized approach within the school to reasonably accommodate individual students needs. Student Intervention Plans are updated annually and information is shared with teachers and staff who work directly with your child. This plan is not tied to any other plan or program provided by the public school district and is not a legal accommodation plan but is there to help meet individual learning needs that SWS staff deem as appropriate.

Title I

Qualifying primary grade students receive additional help with specific reading or mathematics skills through the service provided by District 721. Title I is a federally funded program. An instructional aide supports the classroom teacher at St. Wenceslaus School by working with students individually and in small groups to improve their reading and math skills. Title 1 services are provided only if federal funding is available to our school.

Counseling

In addition to classroom guidance lessons, the school counselor also works with individual student to help them better express their concerns and problems, to better understand themselves and others, and to work toward positive educational, personal and social development. Parents or school staff can refer students, or they can self-refer. If someone other than the parent has referred a child for these services and continued counseling is needed, the parent will be contacted for permission. The school counselor is available to meet with parents who have questions or concerns about their children.

PARENT -TEACHER CONFERENCES

Conferences will be held twice each year. However, if problems or concerns should arise, please feel free to make an appointment at anytime with the teacher and/or principal. Communication between teacher and parents need not always be prompted by a problem.

STUDENT RECORDS

St. Wenceslaus School maintains records of students while they are in attendance. Records or data may include any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized test scores)
- Attendance data
- Health data
- Family background information
- Teacher or counselor observations
- Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents / guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance of requesting to review records. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days. To transfer records, parents / guardians are asked to sign a release for student records. The official record will be sent directly to the new school.

IMMUNIZATIONS

According to MN Statute, Section 123.70, all students enrolling in kindergarten through grade six must show proof of having received the following immunizations:

- 5 DPT (diphtheria, pertussis, tetanus)
- 4 OPV or IPV (oral or inactive polio vaccine)
- 2 MMR (measles, mumps, rubella)
- 3 HBV (Hepatitis B)
- 1 Varicella (chicken pox) or history of chickenpox disease (Starting in the Fall of 2008 – Kindergarten students will need proof of 2 Varicella shots or have had chickenpox disease.)

All students enrolling in grade 7 through 12 must show proof of having received the following immunizations:

- 2 MMR (measles, mumps, rubella)
- 3 HBV (Hepatitis B)
- TD booster
- 1 Varicella (chicken pox) or history of disease

BULLYING BEHAVIOR

We believe that everybody should enjoy our school equally and feel safe, secure and valued regardless of physical appearance, color, race, gender, disabilities, popularity, athletic ability, intelligence, religion, nationality, or other differences.

Bullying is the result of **REPETITIVE ACTION that occurs more than once and is directed to a certain individual or group of individuals**. This includes a wide range of behaviors:

- Emotional – exclusion, picking on, making fun of, laughing at, spreading rumors, stalking
- Physical – pushing, shoving, tripping, kicking, hitting, punching
- Sexual – remarks about sexual preference, body, activities; spreading rumors; grabbing, pulling, or unwanted touching

Bullying is harmful in all of its forms and is not a right of passage, nor simply a stage that children pass through. Bullying causes pain and stress to victims and is never justified or excusable as “just kidding,” “kids being kids,” or any other rationalization. Bullying makes children afraid of interaction with others and causes a loss of self-confidence. The victim is not responsible for being a target of bullying.

Students, faculty and parents are expected to support the “Anti-Bullying Pledge” and the school’s efforts in being aware of and not tolerating bullying behavior.

Staff will annually review bullying and bystander behaviors with students. Students will be taught ways to stay “bully free.” Students will be encouraged to report all incidents of bullying behavior. When an incident is reported, all students involved will be given the opportunity to give their version

of the incident. Sanctions are in place against bullying behavior including verbal warning, removal from interaction with others, parent-teacher meetings, conference with the police school liaison officer and in school or out of school suspension for repeat-offenders. Counseling will be mandated to students who engage in repeated bullying behavior.

Parents: A word of caution. It is not uncommon for children to get into arguments, call names, do something to harm another such as a shove or push or even hit each other. This is bad behavior. It may be the same behavior that is defined by bullying, however if it happens once, it is most likely a case of misconduct. The school will treat the first instance of this sort with appropriate punishment for misconduct. However, if the same student has repeated interactions of a negative vain with the same student or group of students, then this does qualify as bullying.

It is important to report negative problems to the school early on. Teachers and supervisory staff cannot deal with problems that they do not know exist. Once the staff person is made aware of a situation, they can address it with the students – both the victim and the accused. Our DWP (Discipline with Purpose) program gives students who make mistakes a first chance to fix or remedy the situation. If they cannot/will not change their behavior, the school starts the recording of bullying behavior. In case where the behavior has gone on for more than one time and is of a serious nature, the school will issues appropriate punishments as listed above immediately.

Punishments for Serious Behavior

Due to the privacy rights of each student and family, the school will not discuss or inform any parent of the consequences/punishments given to children from another family. Parents often want to know “how the other child was punished”. This WILL NOT be discussed. The school can only discuss a particular student with that student’s legal parent. This is hard for parents of the victim to accept. We ask that you please trust the school staff as we follow the privacy laws.

COUNSELOR

The school counselor teaches classroom guidance lessons to all students in each grade level throughout the school year. These lessons help students gain an awareness of self, other, and the world around them. Classroom guidance lessons are designed to promote students’ academic, social and emotional development. Topics include, but are not limited to: Understanding self and others; Problem-solving; Conflict Resolution; Stress management; Decision making; Peer relationships; Positive social skills; and Violence Prevention. The counselor is available to all school students for individual sessions on problems the student may be having. Any student can request to set up a meeting with the counselor on a one-time basis. The parent, or a teacher/principal with consent of the parent can request continued conversations or regular check in sessions.

ELECTRONIC DEVICE USE BY STUDENTS

Electronic devices carried by students are to be turned off and stored in student lockers, coat pockets, or backpacks for the duration of the instructional day. Such devices include, but are not limited to, cell phones, mp3 players, cameras, dvd players, and/or personal data assistants. Special permission may be given for use during the school day at the teacher's discretion. The school staff reserves the right to take temporary control of electronic devices if students are found to be in violation of this policy. E-Readers such as Kindles or Nooks and personal laptops and I-pads will be permitted at the risk of each family after arrangements with the homeroom teacher has been made. The school will not take responsibility for damaged or stolen electronics that are the property of the school family. The School's "Acceptable Use Policies" must be followed for devices that connect to the Internet.

INTERNET

All St. Wenceslaus students will have opportunity to use the Internet for educational purposes. **Use of this resource requires parental consent.** Please read the school's Acceptable Use Policy in the appendix of this handbook. If you want your child(ren) to take advantage of the Internet, the Student Access Contract must be signed and returned to school. No student will be allowed to use the Internet without this form signed. Please direct any questions to the Principal or Technologist.

Social Media Guidelines

The Saint Wenceslaus School (SWS) is committed in providing the SWS community with many types' communication venues including social media. SWS social media pages and sites will be updated as often as possible to share current news about Saint Wenceslaus School, recent achievements of students and staff and all other relevant community information. "Social Media" is the use of web-based or other electronic technology for interacting and communicating with people within the SWS community. Examples of social media include, but are not limited to Facebook, Twitter and any other participatory web sites or electronic media that allow individual users to publish or share opinions and content.

To inform users of the responsibilities, expectations and/or consequences related to the use of online networking or "social media", these guidelines have been adopted to protect the privacy and rights of Saint Wenceslaus staff, students and school families. It was also adopted to preserve SWS's reputation within the community and ensure a respectful communication environment. SWS users must comply with all related policies and guidelines referenced in this document and comments are also subject to the Terms of Use and Code of Conduct of each individual social media venue. The intent of this policy is not to keep any negative or critical information from being posted, but naming specific SWS staff, students or school families in a negative way is prohibited. People posting comments on social media venues are required to show respect to their fellow users by ensuring their discussion remain civil and enjoyable.

SWS welcome all thoughts and comments and we look forward to what you have to say. However, we will not leave postings or comments on social media venues that:

- Break the law or encourage others to do so. This includes but limited to respecting copyright and fair use laws. If you are talking about somebody else’s work, reference this or the person, and where possible include a link.
- Contain abusive or inappropriate language or statements, including but not limited to those that contain obscenities or are sexually explicit.
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms.
- Do not show proper consideration for others’ privacy or are considered likely to offend or provoke others – i.e. don’t pick fights or goad others into inflammatory debates. *Nobody likes a bully.*
- Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product. If you wouldn’t want to receive it yourself, don’t post it.

Posting activity will be regularly monitored by the SWS Administrator and will remove any content at their discretion that does not comply with SWS’s social media guidelines. Repeat offenders will be blocked from future postings.

INSTRUCTIONAL MOVIES/DVD’S/INTERNET CLIPS

The purpose of showing commercially made movies/videos in the classroom is to enhance instruction. Teacher discretion will determine whether movies are appropriate for instructional purposes. Teachers are expected to preview all movies “through the eyes of a child” for content and applicability prior to instructional use. It is recommended that teachers secure a second opinion of another teacher or the principal when content is in question.

Teachers will inform parents/guardians in writing in advance of any commercially made movie/video containing a “P” (for parent) in its rating. Parents/guardians will be invited to preview the movie for themselves in advance, view the movie in class with students, and/or request their child(ren) not be in attendance during the showing. All students are required to participate in class discussion and reflection activities in response to the movie.

The use of “PG-13” movies in the classroom is strongly cautioned but may be used in the middle school grades with proper notification to the parents. Permission for the viewing of “PG-13” movies must be secured from the principal. At no time will movies/videos with a rating higher than “PG-13 be shown.

FIELD TRIPS

Field trips are considered an important part of your school's curriculum. The teachers plan field trips with the intent of furthering the educational experience offered through St. Wenceslaus School. Field trips add to the educational and social growth of our students. Attendance at field trips is mandatory. Should financial difficulties prohibit a child from attendance at any field trip, the parent is to discuss the situation with the principal.

Chaperoning parents are in attendance to serve the classroom teacher by assisting with the supervision of students. Pre-school age children and infants are not allowed to attend with parents during field trips so as not to divide the chaperoning parent's attention from the children entrusted to their care. All parents who help with field trips must complete a criminal background check and attend the Virtus Training.

Some field trips are of a purely social nature. In these cases, younger siblings are welcome to join in the fun at the discretion of the teacher and approved by the principal. Supervisory groups will not be assigned to the parent who brings pre-school children. Additionally, parents will be asked to sign a waiver granting parent permission for attendance and releasing St. Wenceslaus School from liability for the child(ren) in attendance who is/are not a student(s) of St. Wenceslaus School. Parents bringing pre-school children on a field trip may be asked to drive separately.

No gum chewing is allowed on any field trip. Food, pop and candy are allowed only at the discretion of the teacher(s). The food, pop and candy rule may vary from one grade level to the next. However, the gum rule will not vary.

Teachers and chaperones shall refrain from providing students special or additional treats, souvenirs, or activities, which would not be offered to all field trip participants. For fieldtrips in which additional spending money may be permitted, a maximum amount will be designated by the teacher in charge.

A standardized "Chaperone Sign-up Form" will be utilized by teachers solicited for parent volunteers to assist with field trip supervision.

GUM CHEWING and OTHER TREATS

Gum chewing is **not** permitted at any time in school or on the playground. Food, pop and candy are allowed **only** at the discretion of the teacher. Our Wellness Policy encourages only HEALTHY snacks and treats in school.

Please Note: The food, pop, and candy rules may vary from one grade level to the next, depending on the age of students or for other reasons at the discretion of the teacher. Please try to bring HEALTHY snacks for Birthday treats that are individually wrapped and can be taken home by students.

PARTIES

All grades are allowed to have several parties each year including a Halloween and a Valentine Party.

PARTY AND BIRTHDAY TREATS BROUGHT TO SCHOOL

There is a danger of communicable diseases, tampering or improper food handling only store wrapped treats are permissible. Nothing homemade is acceptable to be passed out in school. The school discourages treats that are filled with sugar and unhealthy. The school also has children with food allergies in attendance. **The school policy is "An individually wrapped item that has a list of ingredients on the package"** and children have an option to place it in a backpack to take home. DO

NOT bring boxes of cupcakes and donuts as a treat to school even if it is purchased at a grocery store or bakery.

*****Personal Party Invitations:** If a child plans to have a party, but is unable to invite all the girls or all the boys in his or her class, the invitations are not to be passed out in school. Invitations may be passed out in school only if **all** the boys or **all** the girls are invited to the party. Passing out invitations to only some students can cause hurt feelings. **In addition students invited to parties should NOT be picked up at school, ride the bus home with the person having the party or walk as a group from school to the party. Transportation to after-school parties needs to be arranged away from the school. Other students see what is happening and are very hurt by being left out and not invited.**

SNACKS AT SCHOOL

Students are given a morning milk and snack break. It is the expectation of the staff at St. Wenceslaus School that children will bring healthy snacks. Parents are encouraged to monitor their children's snack choices. Items high in sugar or fat content are discouraged. These guidelines encourage healthier children and are part of our school health curriculum to familiarize students with good nutrition habits. Below is a partial list of snacks that are encouraged or discouraged:

Encouraged Snacks

Fruit – fresh, canned or dried

Vegetables

Banana or date breads
Cereal (Unsweetened)
Cheese or cheese sticks
Crackers or sandwiches
Cold Meat or beef jerky
Granola Bars (not frosting covered)
Juice (pure fruit juice)
Muffins
Popcorn or Pretzels
Yogurt

Discouraged Snacks

Candy

Chips

Bars, high in sugar or fat (Brownies)
Cake or snack cakes (i.e. Twinkies)
Cheese balls
Chocolate covered granola bars
Cookies
Corn chips
Fun Fruits (fruit wrinkles, fruit snacks)
Fruit Rollups
Kool-aid, Hi-C or 10% fruit juice
Marshmallows
Potato Chips

ALLERGY AWARE AND FOOD SAFETY POLICIES

Each year there are students throughout the school who are allergic to certain foods. Sometimes near contact with these foods can cause serious illness for a child. Some food allergies could be life threatening. As a school community we want to be aware of the needs of all children and provide a safe environment for them. Our school will be ALLERGY AWARE meaning we will watch out for children with allergies and make adjustments to the entire school if need be and if possible, within reason. For individual classrooms that need to be monitored, the school will instruct parents of regulations placed upon that classroom. One common example might be to have a peanut/nut free classroom. This means none of the students assigned to this classroom would be allowed to have

peanuts/nuts as a snack, at lunch, or to bring in products with nuts for treats. All students would need to comply to keep their classmate safe. A sign would be posted on the classroom door indicating the regulations placed upon this room. In the case of a serious allergy, the entire school may need to comply and become a peanut/nut free school. That might mean no more peanut butter sandwiches served. It might mean a separate table in the cafeteria designated as peanut/nut free. Each case will be evaluated and decisions made on a case-by-case basis.

HOME AND SCHOOL ASSOCIATION

The function of the St. Wenceslaus Home and School Association is to promote good will, cooperation, and communication between and among parents, faculty, administration, school board and the parish as they advocate for the children of St. Wenceslaus School. All parents are encouraged to participate in the volunteer activities of the Home and School Association. The Home and School Executive Committee consists of eleven members who serve for three-year terms.

MIDDLE SCHOOL

St. Wenceslaus School's middle school program begins in fifth grade. In our program, middle school students are exposed to a wide variety of academic and enrichment experiences and opportunities. Teachers work with teams of students over a two – four year period as they specialize in curricular area.

NON-CUSTODIAL PARENT

St. Wenceslaus School recognizes the importance of having all parents involved in a child's learning environment. If your student does not reside with both parents, please inform the school office of your child's parenting time arrangement. If requested, the office will provide the parent with whom the student does not reside information regarding their child's progress and activities.

NON-DISCRIMINATION POLICY

It is the policy of St. Wenceslaus School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any education program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age marital status, status with regard to public assistance, or disability. (MN State Statute #7520.0350)

RECESS

All students in grades K - 6 are expected to spend recess time outside playing with their class. The principal, along with the teachers, decides when the weather is too inclement for children to play outside. Individuals who may have a reason for not going outside for recess must have a written excuse from their parent(s). Students who stay indoors may need to sit by the office during recess time where proper supervision is available. It is important that children are dressed properly during recess when the weather is cold. Be sure to listen to weather forecasts before your child leaves for school so he or she dresses accordingly. The school expects students to wear hats, boots, snow pants and mittens during the winter recess periods. Recess is 25 minutes long.

INCLEMENT WEATHER

St. Wenceslaus School encourages students to be outdoors. The decision to stay indoors or go outside for recess or physical education classes due to inclement weather is the sole discretion of the principal followed by the chain of command in the principal's absence.

SCHOOL PROPERTY

The students are required to take good care of school property. Damages to school property in any form will need to be rectified. If books are damaged, students will be assessed for the damages. If a student damages a desk or locker, he or she will be expected to pay for the refinishing.

SNOWBALLS

Snowball throwing is forbidden on the school premises at all times. Appropriate consequences will be assigned to offenders.

SNOW DAYS

If the New Prague Public School announces that school will start later or dismiss early, St. Wenceslaus will do the same for all students. Because we use the public school buses, whenever the public school cancels or has a late start, St. Wenceslaus School will follow suit. You will also find announcements on all major television stations if school will not be in session. The automated phone system will be activated with this announcement.

EARLY DISMISSAL

In the unexpected event that school is closed early for the day, parents need to have an “Early Dismissal Plan” on record at school. We recommend that your first plan is to have your child(ren) follow their regular end of the day plan. Early dismissals will be announced on all major radio and television stations, through school email and using our automated phone system will also be activated regarding this announcement.

SOLICITATIONS

It is the policy of St. Wenceslaus School to assist families in learning about the educational and extracurricular activities available to them. We do this by sending home flyers and announcing meetings times and places. No solicitors will be allowed to visit classrooms unless specifically approved by the principal. Only solicitations that are found to be educational in nature will be considered for approval.

DISTRIBUTION OF MATERIALS

All materials and flyers to be distributed through St. Wenceslaus education programs must have prior authorization from the program director or the pastor. Program directors include the School Principal, Director of Faith Formation, Youth Ministry, Liturgical Music Director, Business Administrator, and/or Pastoral Minister.

PROCEDURES

- Give flyer or copy of materials to be distributed to appropriate program director one week prior to planned distribution date.
- All photocopying must be authorized by the program director.

GIFT DELIVERIES

In an effort not to disrupt classroom instruction and activities, students will be called to the office at the end of the day to pick up any flowers or other gift deliveries made to school.

TELEPHONE USAGE

Except in extreme emergencies, no child will be called from class to answer a telephone call. If you need a message given to your child, call the office and staff will forward the message. We discourage children from using the telephone during school hours.

TRANSPORTATION OF STUDENTS BY VOLUNTEERS

Commercial carrier or contracted transportation is the most desirable method to be used for field trips and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, then the following information must be supplied, and the driver of the vehicle must certify this information:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- The driver must have a valid and current registration and valid and current license plates.
- The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
- All volunteer drivers must first attend the required Volunteer Virtus Training and have a Criminal Background check done.
- Every student must have a seat belt available for them.
- No adult driver shall be alone in the car with a child. Two adults per vehicle is required except in extreme cases where one adult is with a group of students or with their own child.

A signed Driver Information Sheet on each vehicle used must be obtained prior to the field trip or activity. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

VOLUNTEERS

Volunteers are the heart of St. Wenceslaus School. The presence and commitment of our volunteers is a powerful witness and model of Christian service for our children. Volunteer support is essential to help us live out our mission statement. All parents, grandparents, and school friends are invited to become more actively involved in the life of our school by sharing their time and talent through volunteering. In compliance with the Archdiocese of St. Paul and Minneapolis' requirements, volunteers are required to attend mandatory Virtus training and submit to a criminal background check application. This information is available on the school website. You may go to Virtus.org to complete the process online and sign up for the virtus class.

WELLNESS POLICY

St. Wenceslaus School promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity. We encourage and promote lifelong healthy eating and physical activity. A complete copy of this policy may be viewed by contacting the school office.

School Attendance

ABSENCE FROM SCHOOL

School attendance and classroom instruction are very important. Absence from school will affect a child's academic achievement and perhaps her/his self-esteem. Regular or sustained absences from school may affect the grades a student receives.

Parents/guardians are required to report student absence no later than 8:30 a.m. on the morning that he/she is absent. If the school does not receive word by this time, parents/guardians will be contacted by telephone.

A child who is absent or tardy must have a written excuse stating the reason for absence from his/her parents or guardian to present to his/her teacher upon returning to school. This excuse should include the date(s) of absence. If a child is going to be absent from classes for reasons other than illness, a written excuse should be given to his/her teacher and the administrative staff prior to his/her absence. Absence due to travel is discouraged.

If a child becomes ill in school, the health aide, office assistants, principal, or a teacher will call parent(s)/guardian(s) to arrange for the child to be picked up within one hour. If a parent/guardian cannot be reached, emergency contacts will be notified.

Unexcused Absences and Tardies

Any absence, which is not excused under this policy, will be counted as unexcused. Oversleeping, problems with a car, missing the bus, shopping, visiting friends, needing a day off, haircuts, helping at home, non-school sporting events, or babysitting will be counted as unexcused absences. The principal will decide whether an absence is deemed excused or unexcused.

Tardy Information

School starts at 7:35. The first student attendance bell rings promptly at 7:35. At this time students are to report to their homerooms. A second bell rings at 7:45. This is the official tardy bell. Students arriving after this bell must go directly to the school office to check in. The assistant at the front desk will issue a pass for the students and record their reason for tardiness.

School Response to Unexcused Absences and Tardies

The school follows the policies of the local county in responding to unexcused student attendance for both full and part day absence and tardy behaviors.

- Three (3) incidents – Referral to the principal; letter sent to parent
- Five (5) incidents – Letter to parent/guardian outlining procedure for referral to county services.
- Seven (7) or more incidents – Referral to county services.

DENTAL /DOCTOR APPOINTMENTS

Parents are strongly encouraged to schedule dentist and doctor appointments before or after school hours. Students who have a dental or doctor appointment during school time are to bring a written excuse. They must receive an out-of-building pass from the office in order to leave the building. This is to be signed by the teacher and the administrative staff. Students should report to the office before leaving school and upon returning from their appointment.

FAMILY VACATIONS DURING THE SCHOOL YEAR

As the school calendar is set in the winter of the previous school year, St. Wenceslaus School encourages parents to plan family vacations for non-school days whenever possible. If vacations are taken when school is in session, parents must make contact with their child(ren)'s teachers prior to the start of their vacation to discuss homework and classroom assignment make-up arrangements.

The St. Wenceslaus School faculty members want family vacations to be positive, learning experiences for students – experiences that teach life skills and adventures outside of the classroom and provide family time together. The student and parents must assume the responsibility for making sure missed assignments are completed in a timely manner.

This policy allows for family vacations during the school year, with the following courtesies extended:

- Parents must inform the faculty at least one week prior to the start of their vacation if their child/children will be absent due to a planned family vacation (preferably earlier if possible or when plans are first confirmed).
- A homework makeup schedule will be outlined at the discretion of each teacher prior to the start of vacation (i.e., homework can be finished prior to the vacation, after the vacation ends and the student returns to school, or according to an individual, mutually agreed upon schedule).
- Parents must respect the teacher's time constraints, realizing that extra time and planning are involved in preparing lessons in advance for a single student.

Although any time away from school may have an adverse effect on the student's overall performance, good communication will help ensure that a family vacation and a student's subsequent return to school flow smoothly.

LEAVING SCHOOL

Due to safety concerns, the only acceptable reason for a student to leave school alone before dismissal at the end of the day is a doctor/dentist appointment, athletic activity or specially approved unique situation. Students are required to remain on campus until dismissal at the end of the day after being dropped off by the school bus or car. Students will not be given permission leave school to purchase

lunch/snacks, complete an errand or to attend unapproved appointments. Parents have the right to pick up their child at any time by coming directly to the school office and requesting that their child be dismissed.

Safety

ARRIVING AT and LEAVING SCHOOL

Students are encouraged to arrive at school between 7:25 and 7:35. Many students walk or bike to school. All children are cautioned to look both ways when crossing the street and to always cross at the marked intersections. Students with bikes are to observe bike safety rules.

Morning Arrival

Buses will drop off students at the west door in the main parish parking lot. Parents who drop off their students should also drop off in the west parking lot. This is the only area of the campus that has staff supervision for drop off. Buses will drop off near the sidewalk where students can walk directly into school. Parents are asked to park in the outer lot of the parish parking area and park their car. Then parents should proceed to help their child across the parking area following the pedestrian cross walk path until they reach the school doors. Parents driving their child(ren) to school are asked not to compete with buses. Please enter and exit the parking lot carefully.

End of Day Transportation

Buses will pick students up at 2:30 on Columbus Avenue. The bus will shuttle students to the middle school where they will disperse to find their take home bus.

All parents will pick up students from the west door in the main parish parking lot. Parents are asked to abide by the following guidelines:

- Parents picking up children by the west doors are to **do so on the school side of the street.** (*Your car should be facing NORTH toward Mayo Hospital.*)
- Cars are asked to pull as far forward as possible to allow the maximum number of cars to be available for pick up. Cars are not to compete with each other. They should line up and proceed in an orderly fashion to pick up children.
- During pick-up time, drivers are not to park and leave their cars. Doing so disrupts the even flow of traffic. If you would like to come into school to pick up your child, please park your car in the outer parish parking lot and proceed into the school building.

BUS SERVICES

District 721 transports St. Wenceslaus School students in K-8 who live within approved attendance boundaries to and from home/daycare. **Parents must go to the school district website and register for busing under the “Transportation Link”** to schedule pick up and drop off transportation for every child.

Those students who live outside of attendance boundaries may solicit the District for bus services. Transportation by bus may be provided if there is room on the bus and if the student is brought to the nearest pick-up site.

Bus students must board the bus at designated places only. Permission will not be given for students to ride a different bus or to be dropped off at a different location.

All students are expected to follow the bus rules and regulations established by the public school. Parents may be notified of inappropriate behavior on the bus. The overriding concern for good behavior on the buses is the safety of all who ride the bus.

Buses drop off students at the west entrance in the parish parking lot and pick up students at the end of the day on Columbus Ave. Students will be transported directly to St. Wenceslaus School in the morning. At dismissal, shuttle buses pick up all bus students and transport them to New Prague Middle School where they will board their bus home or to after-school care. Kindergarteners and other students new to our transportation system will be assigned a “bus buddy” to assist them in safely making this transfer.

CRISIS MANAGEMENT

St. Wenceslaus School has a Crisis Management Policy and Plan to act as a guide for school employees and students. It is designed to address a wide range of potential crisis situations St. Wenceslaus School may face. The step-by-step procedures suggested by this plan provide guidance to coordinate protective actions prior to, during and after any type of emergency or potential crisis situation in St. Wenceslaus School. A complete copy of the Policy and Plan are available for review in the school office.

EMERGENCY EVACUATION

In the event that the school needs to be evacuated for safety reasons several relocation sites are assigned. Several possibilities are Mayo Hospital, City Hall, Public Library, or the Central Education Center of New Prague Public School. All of these sites are subject to change depending on the emergency circumstances. Parents will be advised specifically where students can be picked up via the school automated calling system, e-mail and KCHK radio station. Parents, guardians or designated emergency contacts will need to show proper identification to school administrative personnel supervising student release.

MANDATED REPORTING of CHILD ABUSE/NEGLECT

[Minnesota Statute 626.556]

All staff members of St. Wenceslaus School are legally bound to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance. **Abuse** can be physical or sexual abuse, or emotional maltreatment. Examples of emotional maltreatment are the witnessing of domestic abuse or illicit drug use.

Staff members are required to report a suspected case of child abuse/neglect to the authorities and to the principal who will advise the local law enforcement or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

If one acts in good faith, he/she is immune from any civil or criminal liability that otherwise would result from their actions including, “Any public or private school, facility, or the employee thereof who permits access by a local welfare or law enforcement agency and assists in an investigation.” This statute does not provide immunity, however, “to any person for failure to make a required report or for committing neglect, physical abuse, or sexual abuse of a child.”

SAFETY PATROL

Fifth and sixth grade volunteers participate in the Safety Patrol Program. On-site training is provided in the fall of each year. Teachers choose six or more Safety Patrol Leaders for their cooperative leadership skills. Leaders assist with setting the schedule and training other students.

SAFETY OF STUDENTS WITH VISITORS

It is the desire of all staff at St. Wenceslaus School to provide a safe environment for children to learn. The following precautions will be practiced:

- All doors of the school building will be locked at 7:45 at the start of the school day. Visitors must enter through the main door of the school by requesting entrance using the school doorbell / speaker system.
- Preschool parents may drop off their preschool child 5 minutes before the start of their program at the preschool entrance. This entrance will be monitored by a preschool staff member and then locked at the start of the session. Late arrivals must enter through the main school doors.
- All parents, visitors, and volunteers must report to the office before going to any classroom. At the office parents, visitors and volunteers will be given identification badges that must be worn at all times in the school building.
- Parents, visitors and volunteers will be required to sign in/out and to state the reason for being in the school building.
- Before being given permission to go to any classroom, the office assistant will alert the classroom teacher who is coming to their classroom and for what reason. Permission to go to the classroom will be denied if the teacher is not expecting the visitor.
- Staff will approach anyone without an identification badge, ask if they can be of assistance, and direct them to the office.

- Students will not be released directly to the parent/guardian from any classroom. The parent/guardian must report to the office and request their child(ren) be called to the office from the classroom by administrative personnel.
- Students will not be allowed to have friends, relatives, siblings, or others attend school classes with them. Under special circumstances, an exception may be made with prior arrangements made with the principal in consultation with the classroom teacher.

Annual Events

Throughout the year, St. Wenceslaus School offers families many opportunities to participate in community and school spirit building. The following events occur annually and are listed in chronological order:

MARATHON FOR NON-PUBLIC SCHOOLS

Non-public schools throughout Minnesota participate in this activity during the first few weeks of school. Students earn pledges for their participation in community service projects and a walking marathon. Proceeds raised from the St. Wenceslaus School Marathon make up a substantial part of our operating budget.

The following schedule of events will be observed annually:

First week of school - Kick-off Pep Fest (Time and location will be announced.)

From Pep Fest to Marathon - Students raise pledges by soliciting sponsors.

Last Week in September - Marathon Events (All pledge money due in the office.)

DESCRIPTION OF FUNDRAISER:

Students will be informed about the Marathon and encouraged to participate in our Kick-Off celebration. Parent volunteers work with the Home & School Committee to plan and host this event. Families are invited to attend and participate.

On the same day of the Kick Off celebration, volunteers come to classrooms to further encourage student involvement. Students are advised of prizes they can earn for varying levels of pledges earned. Students are expected to raise pledges and bring proceeds and/or their pledge sheet to their teacher before they will be given prizes earned. A minimum of \$150 per child \$50 per child for Preschool raised in pledges is required. Families who do not raise pledges to this level or who choose not to participate will be assessed this amount on their financial statement.

Parents are encouraged to participate in the activities on Marathon Day. After the marathon, Home & School volunteers provide additional activities and entertainment to build school spirit.

ST. WENCESLAUS SCHOOL SWEEPSTAKES

Proceeds raised from the Sweepstakes event make up a substantial part of our operating budget.

DESCRIPTION OF FUNDRAISER:

Families will receive an envelope from the School Advisory Board that contains \$300 worth of sweepstakes tickets - (\$50 worth of sweepstakes tickets for Preschool families. Families are expected to sell their tickets as soon as they get them. Proceeds should be sent to the school office. Additional tickets may be requested.

A drawing for the cash Sweepstakes prizes will be held in December.

AFTER SCHOOL ATHLETICS

Girls and boys in fifth through eighth grade have the opportunity to participate in St. Wenceslaus Saints Basketball. Our teams compete in the Tri-County League, playing teams from area Catholic schools and other small schools. The basketball practice season begins in mid November. Concluding tournaments are held in February. The 4th – 8th grade girls may also participate in our Fall Volleyball league. Baseball and Softball are also offered in spring to girls and boys in grades 5 – 8 if there is enough interest and if coaches can be found.

CHRISTMAS & SPRING PROGRAMS/CONCERTS

St. Wenceslaus School will hold several all-school programs and concerts throughout the year, one at Christmas and one in spring. Band will also have a performance. These events will take place in the evening.

FIRST RECONCILIATION & FIRST COMMUNION

Traditionally, second grade students receive their first penance on a Saturday in January and 1st Communion at the end of April/beginning of May. Parents and teachers work collaboratively to prepare children for the reception of God's loving forgiveness through this sacrament.

CATHOLIC SCHOOLS WEEK

Beginning on the last Saturday of January, Catholic Schools Week is a seven-day event in which we celebrate our school with other Catholic schools from throughout the nation. The opening celebration is kicked off at all masses over the weekend. Students, families, and faculty participate in each Mass. Everyday throughout the week the Home & School supports activities for appreciating students and teachers. Our Student Council and teachers plan many activities for their students throughout the week, which may include a medallion hunt, dress-up days, and a spirited competition between staff and students. Events that the whole school enjoys during Catholic School Week might include ice-skating at the Community Center, Bowling at Strike Force Bowling Alley, or a Ski Trip for the other students.

FISH FRY DINNER

Fish Fry Dinners are held annually for the purpose of building community spirit and to raise funds. These are usually held on Fridays during Lent.

DESCRIPTION OF FUNDRAISER:

In January, families will get an envelope from the Fish Fry Committee that contains a form requesting a specific work assignment and a ticket order form. All families are required to sell a predetermined

number of tickets to support the dinner. Currently we are asking every family to sell ten tickets. Many volunteers are needed to support this effort.

ICE FISHING CONTEST

St. Wenceslaus School holds an Ice Fishing contest on Cedar Lake in February (usually the 3rd weekend). This event raises funds to meet the budget. St. Wenceslaus families as well as other avid fishermen come to this event. There are many prizes, holes are drilled, and bait is provided. All you need to bring is a fishing rod. This is a fun event for ALL fishing experiences and ages.

STARRY NIGHT LIVE AND SILENT AUCTION, DINNER, AND DANCE

St. Wenceslaus School's Live and Silent Auction is annually held. This is a fun evening for adults from our parish and throughout the community to enjoy fun, food, entertainment, and an opportunity to support our school.

DESCRIPTION OF FUNDRAISER:

Throughout the school year, bulletin announcements will encourage sponsorship of the auction by giving of gifts or cash donations related to a specific genre. School families will be encouraged to supply items for a classroom theme basket. Students will complete projects to be sold in their art classes. A limited number of tickets will go on sale to the public beginning in the winter. Auction attendees will receive a booklet describing items to be sold before the event. Hundreds of auction items are available for silent bidding. The live auction will include twenty or fewer items. Many volunteers are needed to support this event. Dinner and entertainment make this a full evening of fun for adults of all ages.

GRANDPARENTS/SPECIAL GUEST DAY

An annual favorite, Grandparents/Special Guest Day is an opportunity for students to have their guests join them in their classes. It opens with Mass or Living Rosary in the church. After the prayer, registered guests are invited to an open house at school.

LAST DAY OF SCHOOL

Students, staff, and families gather at Memorial Park during the afternoon of the last day of school. This is an opportunity for celebration of positive learning experiences from throughout the year. This is a treat for the whole family. Competition is fierce and fun with the older students challenging each other in softball.

GOLF TOURNAMENT

The golf tournament is an annual event that draws support from parents, parishioners, friends and alumni. Supporters of St. Wenceslaus School come together in the summer for a day of golf and fun. The tournament will be announced in the spring and you will have ample time to put together a foursome for the big day. All levels of golfers or non-golfers are welcome to join in the fun.



DISCIPLINE POLICY

Students are to obey the rules and policies governing school behavior, respect the authority of school personnel, and act in a morally responsible manner so as to bring credit to themselves and St. Wenceslaus School. (See more information under “*Bullying Behavior*” in this handbook and DWP curriculum.)

DETENTION / IN-SCHOOL SUSPENSION

Students who violate rules and policies governing school behavior may be put on detention and/or in-school suspension. In such instances the following regulations will be in effect:

1. Detention will be held at the discretion of the individual classroom teacher. A student whose behavior continually disrupts the daily academic process may be placed on suspension by the principal to take place either in school or out of school.
2. Parents will be notified of any situation involving detention or suspension via a notice brought to them by their child, by mail or by telephone.

SUSPENSION / EXPULSION POLICY

A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. The principal in such an instance will take the following action:

1. Verbally notify the student of the violation that will result in suspension. The principal shall notify the student of the grounds for the suspension and provide an explanation of the evidence that was gathered through investigation and interview with the student. The student may present his/her version of the facts.
2. Provide written notification to the parents/guardians of the student of the violation that will result in suspension. The principal shall make reasonable efforts to notify the student’s parent or guardian of the suspension by telephone as soon as possible following suspension.
3. Schedule a conference with the parents/guardians, student, and principal to discuss the incident and develop a readmission plan.

In cases of gross misconduct, the principal has the authority to immediately suspend or expel a student and will follow such action with appropriate steps as listed above.

The principal may immediately expel a student for gross misconduct. Permanent expulsion is considered very serious. Therefore, this action will be determined only by a committee consisting of the principal, a school advisory board member and the pastor.

Gross misconduct is defined to include, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person, or serious damage to the property of the school or another person, or conduct which substantially impairs the discipline and order of the school environment, or conduct that may potentially bring harm in any way to St. Wenceslaus School.

“Suspension” means an action by the school administration prohibiting a student from attending school for a period of no more than ten (10) school days.

In the case of a student with a disability, the principal will notify the student’s individual education plan (IEP) team from the District not more than ten (10) school days after the date on which the decision to remove the student from the student’s current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child’s disability and the behavior subject to disciplinary action, and determine the appropriateness of the child’s education plan.

HARASSMENT

St. Wenceslaus School reserves the right to maintain a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, administrators, members of the school board, parents, vendors, volunteers, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program take place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

DEFINITION: Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender and sexual orientation.

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature
- sexual name calling
- making references to past or present sexual activity
- spreading sexual rumors
- making derogatory or dehumanizing sexual remarks
- subtle pressure for sexual activity

intentional brushing against a person's body
display of offensive pictures, posters, or other graphics
leering, inappropriate patting or pinching, and other forms of unwelcome touching
otherwise creating a hostile, intimidating, or offensive environment

PROCEDURE

Any member of the St. Wenceslaus School community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal/director of catechisms, or in the case of a complaint against the principal or the director, to the Pastor).

The principal will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions, will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

The complaint, the alleged harasser and their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law. (See Mandated Reporter Policy).

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the principal or director deems appropriate.

SEXUAL MISCONDUCT POLICY

Addendum to St. Wenceslaus Parish Sexual Misconduct Policy

Please note: A detailed sexual misconduct policy for employees and volunteers of the parish, including the school, is available for review in the school office and parish office.

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

St. Wenceslaus School shall maintain a learning and working environment that is free from sexual harassment and sexual violence.

It shall be a violation of this policy for any student, employee or volunteer to harass a student, an employee or volunteer through conduct or communication of a sexual nature.

It shall be a violation of this policy for any student, employee or volunteer to be sexually violent to a student, an employee or a volunteer.

St. Wenceslaus School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student up to, and including suspension or expulsion.

PROCEDURE

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student, an employee or volunteer of St. Wenceslaus School should report the alleged acts immediately to an appropriate school official (the principal or pastor). (The parish policy outlines specific procedures for handling allegations of sexual misconduct by an employee or volunteer who sexually harasses or is sexually violent to a student, employee or volunteer of the school.)

A timely and proper investigation of complaints of student-to-student, student to employee or student to volunteer sexual harassment is essential. A detailed investigation report documenting interviews, conclusions and recommendations will be placed in a school sexual harassment file.

The complainant, alleged harasser and parents shall be advised of the outcome of the investigation in writing. The harasser shall be warned in writing that he/she must not retaliate against the victim. The complainant shall be invited to report recurrences or retaliation and to monitor the situation.

If the complainant or alleged harasser is dissatisfied by the outcome, either party may contact the pastor. If either party remains dissatisfied with the pastor's decision, he/she may take his/her case to the Archdiocese as described in Section 8 of the Parish Policy. (#3750-1-S/C)

DRUG POLICY

If any student attending St. Wenceslaus School is found:

1. buying, selling, or giving away mood altering chemicals*,
2. under the influence of mood altering chemicals, or
3. in possession of mood altering chemicals while on St. Wenceslaus School grounds, while riding a bus, or attending any school-sponsored event, he/she will face immediate suspension by the principal.

The principal, in such an instance, will:

1. immediately notify the parents/guardians of their child's suspension,
2. schedule a conference time with the parents/guardians and student to discuss the incident, and
3. refer the parents/guardians and student to an appropriate counseling agency for evaluation.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. provide valid proof that the student is receiving professional help from a drug counseling agency according to the evaluation,

2. agree to being placed on six months probation at St. Wenceslaus School (If summer vacation intervenes, the probationary period will extend to the next school year.), and
3. agree to immediate expulsion from St. Wenceslaus School if a second offense against the School's drug policy should occur.

If the principal receives a substantiated report that any student attending St. Wenceslaus School is:

1. buying, selling, or giving any mood altering chemicals,
2. under the influence of mood altering chemicals, or
3. in possession of mood altering chemicals even though this student is not on school grounds or attending any school sponsored event, the principal will take action accordingly. A consequence will be established up to and including suspension.

* Mood altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

TOBACCO FREE CAMPUS

The St. Wenceslaus Parish Campus is tobacco free in all its buildings, on its grounds and parking lots at all times.

The use of tobacco in any form by St. Wenceslaus School students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal as follows:

- | | |
|-------------------------|--|
| 1 st Offense | The parent/guardian will be notified of the offense. |
| 2 nd Offense | A disciplinary conference with student, parent/guardian, will be called.
Suspension from school may be recommended. |

No alcoholic beverages or tobacco products shall be allowed at any school-sponsored event when students/children are present.

WEAPONS POLICY

It is the policy of St. Wenceslaus to maintain a learning environment, which provides a safe, secure setting for students, faculty, and administrators. The school will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.

All weapons are prohibited within the school environment and school zones, except for educational purposes as authorized in advance by the building principal or designee.

A weapon includes any object that can reasonably be considered a weapon, such as a knife, firearm, explosive, or any device that can be used to threaten, intimidate, or bodily harm or fear of such. This

also includes items made by a student to hurt another, example: Pin attached to a pencil eraser or straightened paper clip. A pocket knife, lighter, or a firecracker also qualify as a weapon.

Any student attending St. Wenceslaus School found possessing, or using a weapon while on St. Wenceslaus School grounds or within 300 feet of the school grounds, or any school sponsored activity, will face immediate suspension by the principal.

The principal in such instances will:

1. confiscate the weapon,
2. immediately notify the parents/guardians of their child's suspension,
3. schedule a conference with the parents/guardians and student to discuss the incident,
4. make a referral to the police or other law enforcement agency.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. agree to being placed on six months probation at St. Wenceslaus School (If summer vacation intervenes, the probationary period will extend to the next school year.),
2. and agree to immediate expulsion from St. Wenceslaus if a second offense against the School's weapon policy should occur.

When determining appropriate action, the administrator will consider the extent of the disruption of the safety of an individual or a group or the disruption of the learning environment in the school.

A student who finds a weapon on the way to school or in the building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

LOCKERS AND PERSONAL POSSESSIONS

School lockers and desks are the property of St. Wenceslaus School. At no time does the school relinquish its exclusive control of lockers or desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the principal must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

PERSONAL ELECTRONICS

Students may bring personal e-readers and other electronics to school for regular classroom work. The school accepts NO responsibility for personal electronics that are broken or stolen while in school. Students bring their items at their own risk. ***Electronics can be used ONLY with teacher permission and only at times designated by the teacher for classroom study.*** Students who use their electronic device to log in to sites not directly associated with their class work will lose their privilege and will be asked to take their electronic home and will not be allowed to bring it back to school. The device may be sent to the office and parents will be called to pick it up at a later time.

EARLY CHILDHOOD SCREENING POLICY

According to Minnesota Law (MN Statute 2002, Sections 121A.16-123D.19), all children are required to be screened before enrolling in a public school in either kindergarten or first grade. This screening should take place at age four or earlier. The law requires all children enrolling in a public school to submit a record indicating the month and year of early childhood screening.

The following requirements will satisfy the law:

1. Parental consent to screen form which the parent signs,
2. Outreach request for physicians.

The early childhood screening law states that the "school district must request from the health organization or individual provider, the results of any laboratory test, health history, or physical examination within the 12 months preceding a child's screening." The purpose of this requirement is to prevent duplication of health screening, to link providers with schools, and to direct families without health care to providers.

Screening involves:

1. Fine motor skills
2. Gross motor skills
3. General knowledge about common objects/simple number concepts
4. Speech and language - articulation/sounds
5. Social/emotional - discussion of family concerns which may affect a child's ability to learn and develop
6. Hearing/vision/immunization review/health history

The law is to help ensure that every child that enters school is prepared for an effective and satisfying learning experience. St. Wenceslaus School encourages all parents to take advantage of this program before their children enter kindergarten but it is not required for attendance at St. Wenceslaus School unless upon a visit to the school, teachers or administration observe concerning behaviors in the child. If the child attends the preschool program at St. Wenceslaus School, screening is only required if the preschool director recommends that it be done before kindergarten. This screening is conducted by appointment. There is no charge to the parents or child for participation in this program.

PARTICIPATION IN RELIGIOUS ACTIVITIES (#5010)

All students enrolled at St. Wenceslaus School are expected to participate in all religious related activities including, but not exclusive of: Mass, daily religion classes, reconciliation services, and prayer events including The Living Rosary and Stations of the Cross.

PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES (#5012)

In the spirit of Christian openness, St. Wenceslaus School welcomes community participation in our fee-based, extra curricular activities. Our school is a member of the Tri-County Athletic League. As such, we are bound to their policies and practices regarding participation of players, which may include limiting competitive play to students enrolled in St. Wenceslaus School.

FIELDTRIPS (#5020)

Field trips are considered an important part of your school's curriculum. The teachers plan field trips with the intent of furthering the educational experience offered through St. Wenceslaus School. Field trips add to the educational and social growth of our students. Attendance at field trips is mandatory. Should financial difficulties prohibit a child from attendance at any field trip, the parent is to discuss the situation with the principal.

Chaperoning parents are in attendance to serve the classroom teacher by assisting with the supervision of students. Pre-school children should be left in the care of a trusted other during field trips so as not to divide the chaperoning parent's attention from the children entrusted to their care. Parents who attend field trips **MUST** have completed Virtus Training and have a Background check completed and on file in the school office. Chaperones must also complete a liability waiver before attending the field trip.

Some field trips are of a purely social nature. In these cases, younger siblings are welcome to join in the fun at the discretion of the teacher and approved by the principal. Supervisory groups will not be assigned to the parent who brings pre-school children. Additionally, parents will be asked to sign a waiver granting parent permission for attendance and releasing St. Wenceslaus School from liability for the child(ren) in attendance who is/are not a student(s) of St. Wenceslaus School. Parents bringing pre-school children on a field trip may be asked to drive separately.

No gum chewing is allowed on any field trip. Food, pop and candy are allowed only at the discretion of the teacher(s). The food, pop and candy rule may vary from one grade level to the next. However, the gum rule will not vary. Teachers and chaperones shall refrain from providing students special or additional treats, souvenirs, or activities, which would not be offered to all field trip participants. For fieldtrips in which additional spending money may be required, teacher in charge will designate a maximum amount.

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

POLICY STATEMENT

St. Wenceslaus School Advisory Board believes that the administration of medication, prescriptions, and over-the-counter medication should be administered to students in accordance with established health care standards and those prescribed by Minnesota State Statutes in an attempt to adequately address the health and safety need of St. Wenceslaus students. Thus, prescribed medication, as well as over-the-counter medication, can only be administered according to the written order of a licensed physician and written authorization of a parent or guardian when brought to school in a container appropriately by the pharmacist or physician. All medications are to be kept in the health office and are to be administered by the designated staff member under the direction of the public school district nurse with the time, date, and dosage of the medication to be recorded appropriately. (M.S. 126.201)

MEDICATION POLICY

PROCEDURE FOR ADMINISTRATION OF PRESCRIPTION/NON-PRESCRIPTION DRUGS

1. The Health Paraprofessional will notify school nurse or, in the absence of the nurse, the principal, or administrative assistant that a student has brought medication to be given at school.
2. Medication is accompanied by a written order from physician including:
 - Student's name
 - Name of medication
 - Time of administration
 - Dosage and route of administration
 - Possible side effects
 - Notation as to whether drug has dangerous side effects
 - Termination date for administration
 - Signature of physician
3. Signature from parent/guardian authorizing school personnel to comply with physician's order.
4. Medication is to be brought in its original container labeled with the following by a physician or pharmacist:
 - Name, address and telephone number of pharmacy
 - Patient's name
 - Name of prescribing practitioner
 - Name of manufacturer of the finished dosage form of the drug
 - Directions for use
 - Auxiliary labels as needed
 - Date of original issue or renewal; and
 - Generic or trade name of drug and strength, except when specified by prescriber to the contrary
5. The Health Paraprofessional or trained designated employee will count pills or note level of liquid on physician's orders (also when medication is returned to student/ parent) and

medication will be stored in the school office until nurse (or principal) is able to counter check above.

6. The Health Paraprofessional or trained designated employee will sign initials that medication has been given to student, along with date and time.

ADMINISTRATION OF MEDICATION IN ST. WENCESLAUS SCHOOL

The Health Paraprofessional or other trained designated employee will administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent. Medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered only by a licensed nurse. (Healthy Learners Legislation. Minn. Statute 126.201)

PROCEDURES FOR OVER-THE-COUNTER MEDICATION (OTC)

1. The Health Paraprofessional will appropriately log and assess new medication and notify the school nurse or, in the absence of the nurse, the Principal, that a student has brought medication to be given at school. Orders for any new medication must be brought to school
2. As of November 1, 1987, a medication must be accompanied by a doctor's written order and a parent's written permission or medication will not be given in school.
3. Medication must be brought in original container and accompanied by specific instructions from parent when medication is to be given.
4. Medication will be counted or liquid level noted and recorded on student's file and will also be noted when medication is returned to student/parent.
5. Medication will be stored in the school office until nurse/principal is able to counter check procedures for administration.
6. The Health Paraprofessional under the direction of the Licensed School Nurse (LSN) will sign that medication was given, along with date and time.

SAINT WENCESLAUS CONCILIATION POLICY

FOR SCHOOL PERSONNEL AND PARENTS

The St. Wenceslaus School community has established a procedure to address a complaint, dispute or disagreement of any parent, teacher or administrator. This procedure has been promulgated to:

1. The pastor to determine if it is workable for the school community.
2. The Board to establish the procedure as a policy of the school;
3. The teachers for information and is to be included in the faculty handbook;
4. The non-teaching school staff for information; and
5. The parents for information and is to be included in the parent/student handbook.

STAGE I

If at all possible, complaints, disputes or disagreements should be resolved on a **person-to-person** level.

STAGE II

If this cannot be accomplished, the person seeking relief should take the following steps:

1. Contact the **respondent's immediate supervisor** to discuss the problem. After discussion, thought and prayer, if there is no resolution, then
2. Discuss the problem with next level of administration. (See examples below.)

Example I

1. **Parent to teacher.** If no resolution,
2. Parent to administrator. If no resolution,
3. Parent to pastor or canonical administrator. If no resolution,
4. Parent requests in writing to the administrator to begin local conciliation.

Example II

1. **Teacher to teacher.** If no resolution,
2. Teacher to administrator. If no resolution,
3. Teacher to pastor. If no resolution,
4. Teacher requests in writing to the administrator to begin local conciliation.

Example III

1. **Teacher/school staff person to administrator.** If no resolution,
2. School staff person to pastor. If no resolution,
3. School staff person requests in writing to the pastor or canonical administrator to begin local conciliation.

Example IV

1. **Administrator to pastor** or canonical administrator. If no resolution,
2. Administrator requests in writing to the pastor or canonical administrator to begin local conciliation.

After discussion, thought and prayer, if the problem remains unresolved, the person seeking relief is entitled to begin the next stage of the local conciliation procedure.

3. Any complaints to the school board concerning personnel or curriculum should be referred to the administrator for resolution.

STAGE III

1. The request to begin the next stage of the local conciliation procedure must be made **in writing** by the person seeking relief to the school administrator, pastor or canonical administrator based upon examples I-IV outlined in STAGE II. This must be done **within 10 working days** after conferring with the last level of administration (pastor or canonical administrator.)
2. The **local conciliation committee** will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period **not to exceed 15 working days** of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought and prayer), the committee will write a summary of the meeting. In this summary, the committee **will make recommendations in writing** to the administrator (or pastor, as appropriate) who, in turn, will determine that no parish and/or school policies have been altered or amended by the recommendations. The written recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed **within 25 working days**. It is the **responsibility** of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
6. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

ACCEPTABLE USE POLICY OF THE INTERNET AND RELATED TECHNOLOGY

POLICY

The information technology resources accessible through St. Wenceslaus School, including, computers, networks, Internet, and email are intended to support educational and administrative uses only. The use of the information found on the aforementioned is a privilege, not a right, and can be revoked if abused.

PRIVILEGE

In compliance with the Children's Internet Protection Act (CIPA), St. Wenceslaus School has installed filtering software that restricts access to Internet sites containing material harmful to minors. However, no software is foolproof. Any user who incidentally connects to an inappropriate site must immediately disconnect (quit) from the site and notify a teacher or other supervisor. If any user sees another user accessing inappropriate sites, he or she should notify a teacher or other supervisor immediately.

Students and staff may not disable the filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unlock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Staff must supervise student use of the Internet system, in a manner that is appropriate to the student's age and the circumstances of use.

St. Wenceslaus reserves the right to discipline students for inappropriate use of the Internet including off site incidences, which could bring harm or cause damage to our school.

PRIVACY

No user should have any expectation of privacy regarding information in any computers or communications. St. Wenceslaus Catholic School reserves the right to monitor all technology resources, to inspect and review all files and messages and to use all such information in conjunction with any disciplinary matters or as part of any investigation of inappropriate or illegal activities, or use not in compliance with St. Wenceslaus School policies.

GUIDELINES FOR ACCEPTABLE USE

Acceptable use requires every user to act in a responsible, ethical and legal manner that respects and protects the rights of others. In addition, use must be in support of instructional educational, research, administration and other activities consistent with the mission statement of St. Wenceslaus School.

UNACCEPTABLE USE

The following guidelines are examples of unacceptable use of technology resources:

1. Inappropriate language in any type of correspondence; written or verbal.
2. Use, distribution or collection of fraudulent, harassing, obscene, threatening or other inappropriate material against other students or staff. (School rules regarding harassment apply to electronic communication.)
3. Use of another's password, account or information. Do not reveal your confidential information to others.
4. Food or drink is strictly prohibited in the computer room, or near the classroom computer. Treat it with respect. If you have any questions or encounter difficulties, inform your teacher or computer room coordinator immediately.
5. Use of technology for commercial, political or profit making enterprise.
6. Intentional accessing of unauthorized areas or using technology to propagate any virus, worm, Trojan horse or other destructive program.
7. Making or distributing unauthorized or illegal (pirated) copies of licensed software or installation of software without St. Wenceslaus School consent.
8. Transmitting or copying copyrighted material without permission of the author. Plagiarism is not allowed. If quotes are taken from the Internet, appropriate annotation must be given.
9. Using technology to violate the laws of any city, state, the United States or policies of St. Wenceslaus Catholic School.

10. Encouraging or helping others to violate any of the above and/or not reporting knowledge of actions of others that violate any foregoing rules.

SANCTIONS FOR UNACCEPTABLE USE

In the event of a claim that a student has violated this policy, the school will provide the student with notice and an opportunity to be heard as outlined in St. Wenceslaus discipline policies.

Unacceptable use will result in one or more of the following:

1. Suspension or cancellation of use or access privilege
2. Discipline including suspension, expulsion, exclusion of use
3. Payment of loss, damage or injury
4. Civil liability
5. Criminal prosecution

DEVICE LOAN AGREEMENT

Policy and Procedures

The focus of the Learning Without Limits program within St. Wenceslaus School is to provide technology tools and resources to the 21st Century Learner. We want to meet this challenge and maximize every opportunity for lifelong learning. The procedures and information within this document apply to all devices used within St. Wenceslaus School. Teachers may set additional requirements for use in their classroom.

Engagement & Interactivity

Student engagement is elevated when learning is customized through the use of technology in the classroom. Engaging students in a digital learning experience allows students to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction, students not only learn technology skills, but students develop content knowledge and processing skills to prepare for the 21st Century workplace.

Learning Anytime, Anywhere

When learning is digitized and made available online, students are able to access classroom content, collaborate with peers, complete projects, and participate in authentic discussions—all at their fingertips. Learning opportunities expand beyond the classroom and open the door to alternative learning environments, providing a wide array of educational services that meet student needs.

Collaboration, Communication, and Shared Learning

Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask questions and answer questions, problem-solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of

learning to a facilitator of learning.

Receiving Your Device

Devices will be distributed to students at the beginning of the school year. Students will be allowed to take device home after completion of Digital Citizenship Class (to be completed in school) and signatures on the LWL @ SWS Device Loan Agreement by both the student and a parent. The required device insurance fee must be paid by the family to insure safety of the school-owned device before it will be allowed out of the school building.

Device Return/Fines

Devices and accessories must be returned to the designated location at the end of school year. Students who leave St. Wenceslaus School must return their device, case and charge cord on the date of withdrawal. If a student fails to return these at the end of the school year or upon termination of enrollment within St. Wenceslaus School, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. Failure to return the device will result in a theft report being filed with the Police Department. The family will pay the replacement cost of the device, if not returned.

Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by SWS. Devices that are broken or fail to work properly must be taken to the SWS computer lab for an evaluation of the equipment.

2.1 General Precautions

- The device is school property and all users will follow the acceptable use policy (AUP) for technology within SWS. The AUP is reviewed with students on an annual basis.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of SWS.
- Devices must never be left in a locker, unlocked car, or any unsupervised area.
- Devices must never be left in a location susceptible to extreme cold or hot weather.
- Students are responsible for keeping the battery of their device charged for school each day.

2.2 Carrying Devices

- The protective cases provided with device have sufficient padding to protect from normal treatment and provide a suitable means for carrying the device within the school.
- Device should always be within the protective case provided by the SWS.

2.3 Screen Care

- Screens can be damaged if subjected to rough treatment.
- The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the device.
- Do not place anything near the device that could put pressure on the screen (keep this in mind when placing device in your backpack).
- Clean the screen with a soft, dry cloth or antistatic cloth.

Using Your Device At School

Devices are intended for use at school each day and students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher. Exceptions phy-ed, art and music.

3.1 Device Left at Home

If students leave their device at home, they are responsible for getting work completed as if they had their device present and will not have a replacement device to use in school thus negatively impacting their education and resulting in a possible grade reduction for that day.

3.2 Device Undergoing Repair

Only a limited number of replacement devices will be available should a device be damaged undergoing repair.

3.3 Charging Your Battery

Device must be brought to school each day adequately charged to work throughout the school day. There may not be charging availability at school.

3.4 ScreenSavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions. If a teacher deems something inappropriate, the student will be asked to remove/change it immediately.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and games may be allowed at discretion of teachers and technology director. If internet speeds are adversely affected, streaming/games/listening to music will not be allowed.

3.6 Home Internet Access

Devices are set to join networks automatically and students may do so. However, the SWS Acceptable Use Policy (AUP) must be followed while at home, using a school owned device, even though the device is not filtered through the SWS filter.

Managing Your Files & Saving Your Work

4.1 Saving to the Home Directory/Submitting Work

SWS utilizes Google Apps. Most files can be saved to the student's google drive. If other saving needs to take place, steps will be taken for this, and students instructed on how to accomplish.

4.2 Network Connectivity

SWS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Settings and Operations

5.1 Circumvention of Managed Settings

All devices will be managed by Technology Director, or other SWS staff at this time. (This includes settings, applications, apps, books, music). No use of personal apple id accounts are allowed. Do not attempt to log in with a personal apple id yours or anyone else's. This will be cause for unauthorized use, and device will be reimaged, and may cause student to have limited use of device. As the student devices are managed by SWS Technology department for instructional purposes, any attempts by students to circumvent any management settings through software restoration or jailbreaking will result in the confiscation of the device and disciplinary action. Students may not hack into or attempt to hack into any areas of the secured network or servers. Students are allowed only on the SWS network while at school. Students may not share their passwords with other people, and they may not use or attempt to use another person's password. Students may not steal or attempt to steal other people's passwords or online files and folders. Students may not change or attempt to change any network or security settings on SWS hardware. Students may not employ the use of an anonymizer, proxy server, mifi, hotspot, cell phone, or other device used to circumvent the content filter. Students are expected to

leave their AirPort on at all times. Any attempts to defeat or bypass the SWS network or filter or to modify the device operating system may result in disciplinary action.

5.2 Inspection

As the devices are SWS property, students should expect no privacy with them. Students will be selected at random, at any time, to provide their device for inspection. They will provide staff with any needed passwords.

5.3 Procedure for ReLoading Software

If technical difficulties occur, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. In addition, the device may be confiscated and the student allowed usage only during the school day if re imaging is done due to misuse.

Acceptable Use

The use of SWS technology resources is a privilege, not a right. The privilege of using the technology resources provided by SWS is not transferable or extendible by SWS students to people or groups outside the school and terminates when a student is no longer enrolled in SWS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the conditions named in this document, as well as the SWS Acceptable Use Policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Monitor the use of the device when students are not in school. Provide support and assistance in caring for the device when out of school - such as transferring from school to home and back, the location of device carrying bag within backpacks, transferring device while student is in attendance at after school activities and the like. *Please refer to Parent Guide section for more detailed helpful information on guiding your student in responsible use. (final section of this document)*

6.2 School Responsibilities are to:

- Provide internet access to its students.
- Provide internet blocking of inappropriate materials as able within the school campus. (Parents should also set internet controls at home).
- Provide network data storage areas and/or the use of cloud services, such as Google Drive. These will be treated similar to school lockers; that is; SWS staff reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Provide ongoing guidance to students on how to use device responsibly.

6.3 Student Responsibilities are to:

- Use devices in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries,

mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions.

- Help SWS protect our computer system/device by contacting a staff member about any security problems they may encounter.
- Logout of device when not in use to protect their work and information.
- If a student should receive email or come across content containing inappropriate or abusive language, he/she will make their teacher/staff member (at school) or parent/guardian (at home) aware immediately.
- Return their device to designated location within SWS at the end of each school year. Students who transfer from SWS must return their individual school device on the date of withdrawal.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Advisory Council policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriate Usage of Group Messaging.
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging devices and/or switching device identification labels to conceal fault of damage.
- Use of the school's internet accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of SWS acceptable use policy. Give credit to all sources used, whether quote or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

6.6 Device Care

Students will be held responsible for maintaining their individual devices and keeping them in good working order.

- Devices must be charged and ready for school each day.
- Only labels or stickers approved by SWS may be applied to the device.
- Cases furnished by SWS must be returned with only normal wear and no alterations to avoid paying a case replacement fee of \$30.00.
- Devices that malfunction or are damaged must be reported to SWS staff homeroom teacher or technology director.

- Devices that are stolen must be reported immediately to the Principal's Office and the Police Department must be contacted to obtain an official police report.
- In instances of damage or theft, please refer to section 8.1: Insurance Plan

Protecting and Storing Your Device

7.1 Device Identification

Student devices can be identified in the following ways:

- Record of serial number on device.
- Identifying sticker(s) on device, and device case.

7.2 Storing Your Device

When students are not using their device, they should be stored in their case, and secured in a classroom or other designated secure place. We ask that students NOT place devices in lockers. Students will take their device home every day after school unless alternative arrangements have been made. This secure overnight storage will be the computer lab. Devices should be brought to the computer lab at end of day if not taking home. Devices should not be stored in a student's vehicle at school or at home.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, gym, unlocked classrooms, hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the computer lab or office. Devices are not to be left in unsupervised areas when attending sports practice and sports games, music practice, theatre practice or any extracurricular event at SWS or at another school building within or outside of the New Prague community.

Repairing/Replacing Your Device

8.1 Device Insurance Plan

SWS recognizes that with the implementation of the Learning Without Limits initiative there is a need to protect the investment by both SWS and the student's family. The insurance cost is up to \$75.00 per device. The insurance cost will provide insurance coverage for accidental damage (drops/spills), cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

This fee is due before the student is allowed to take device home. All insurance claims must be reported to the principal or technology director. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed by the student or parent for the protection coverage to be utilized. A copy of the police/fire report must be provided to the school office.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to devices. Insurance DOES NOT cover intentional damage.

Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her.

Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the SWS device and home Internet use. In alignment with the SWS Acceptable Use Policy, beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of SWS provided

educational technology. This includes Internet use at home or any other remote location outside of school.

Filter Access

SWS filtering is not available outside of our school campus. While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites at home and elsewhere. Experts strongly suggest installing software to filter and block inappropriate content on your *wireless home network*. Some possible filters to consider include OpenDNS (free version available), Safe Eyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, iPads, iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to high school, college or the workplace.

Put the Device to Bed, But Not in the Bedroom

Parenting experts suggest parking all technology devices, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the device. Remember to model appropriate use and balance of technology in your own life as well.

Here are some additional things to review with your child:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half -billion people.

- Cyber Bullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents include:

Common Sense Media: www.CommonSenseMedia.org

Net Cetera: www.onguardonline.gov/

Additional Information for this document from: Minnetonka Public Schools, Farmington Area Public Schools, BenildeSt Margaret's High School, Holy Name of Jesus Elementary School.

HANDBOOK STATEMENT

As the parent or legal guardian of this student (these students), I have read the Parent Handbook and reviewed pertinent information with my St. Wenceslaus School student(s). We (I) agree to be governed by the policies and practices as described. The policies and procedures outlined in this Handbook may be modified or amended at any time for just cause without notice. Parents and students will be notified of changes through weekly Principal Newsletters. Nothing contained herein shall be deemed to constitute a contract with the school.

Required Signature

Parent or Guardian Signature _____

Please Print Name Clearly _____

Date of Signature _____

Return signed form no later than September 15, 2017.