



**PARENT/STUDENT HANDBOOK**

**2021-2022**

**105 E. WASHINGTON AVE  
LADYSMITH, WI 54848**

**715-532-3232**

**OLSLADYSMITH.COM  
olsladysmith@gmail.com**



# 2021-2022 SCHOOL YEAR CALENDAR



School Time: 8:00-3:00

23-24, 26 Teacher In-Service  
25 Teacher In-Service 11:30-7:30; Orientation 6:00-7:30  
30 First Day of School  
Begin Quarter 1  
Staff Days – 6  
Student Days - 2

AUGUST '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

5-6 OLS BBall Tournament  
7 No School  
16 Open House 4:00-7:00

Staff Days – 19  
Student Days - 19

6 Labor Day  
3 Back to School  
30 P/T Conf. 4:30-8:00

Staff Days – 21  
Student Days - 21

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MARCH '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 P/T Conf. 4:30-8:00  
4 Staff Inservice  
17-21 No School  
25 End of Quarter 3  
28 Begin Quarter 4

Staff Days – 20  
Student Days - 20

29 End of Quarter 1

Staff Days – 21  
Student Days - 21

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL '22

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14-18 No School – Happy Easter

Staff Days – 18  
Student Days - 18

1 Begin Quarter 2  
11 Veteran's Day Program  
19 No school – Staff Inservice  
22-26 No School

Staff Days – 17  
Student Days - 16

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY '22

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 No School – Memorial Day

Staff Days – 21  
Student Days - 21

23-31 No School

Staff Days – 16  
Student Days - 16

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE '22

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Last Day of School

Staff Days – 3  
Student Days - 3

3 School resumes  
21 End of Quarter 2  
24 Begin Quarter 3  
31 – Feb. 4 Catholic Schools Week

Staff Days – 21  
Student Days - 21

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Beginning of Quarter	Green
End of Quarter	Blue
No School	Red
Teacher In-Service	Yellow
P/T Conferences	Cyan
Open House	Purple

Total  
Staff Days – 183  
Student Days - 177

## TABLE OF CONTENTS

<b>WELCOME</b>	<b>Page 4</b>
<b>ABOUT OUR SCHOOL</b>	<b>Page 4-7</b>
• Mission	
• Vision	
• Philosophy	
• Core Values	
• School Climate	
• Academics	
• Staff Development	
• Finances	
<b>COMMITTEE OF EDUCATION</b>	<b>Page 7</b>
<b>GOVERNING BOARD MEMBERS</b>	<b>Page 7</b>
<b>OFFICE HOURS</b>	<b>Page 7</b>
<b>ORGANIZATIONAL STRUCTURE</b>	<b>Page 7</b>
<b>SCHOOL CLOSINGS</b>	<b>page 8</b>
<b>STAFF DIRECTORY</b>	<b>Page 8</b>
<b>NUTRITION PROGRAM</b>	<b>Page 10-12</b>
• Wellness Policy	
• Breakfast/Lunch Program	
• Snacks	
• Child Nutrition/Free and Reduced Lunch Program	
• Lunchroom Clean-Up	
<b>HEALTH INFORMATION</b>	<b>Page 13-14</b>
• Bloodborne Pathogen Care	
• Injuries/Illness	
• Lice/Nits	
• Medical/Dental	
• Medications	
• Wisconsin Immunization Law	
<b>STUDENT EXPECTATIONS</b>	<b>Page 14-23</b>
• Academic Standards	
• Athletic Events	
• Birthday Party Etiquette	
• Bullying	
• Bus Regulations/Rules	
• Cheating/Plagiarism	
• Classroom Conduct	
• Confiscation of Inappropriate Items	
• Computer Usage	
• Drug Free/Tobacco Use	
• Field Trips	

- Gum Chewing
- Harassment/Non-Harassment Policy
- Locker Searches
- Playground
- Probationary Period
- Promotion Requirements for Students
- Safe and Sacred Training
- Student Council
- Student Dress
- Student Referral to Principal
- Suspension/Expulsion
- Testing Program
- Use of Electronic Communication Devices

**GENERAL INFORMATION**

**Page 24-34**

- Annual Asbestos Notification
- Application Appeal Process for the Wisconsin Parental Choice Families
- Attendance
- Calendar
- Communication with Principal and Faculty
- Daily Schedule
- Discipline Policy/Plan
- Electronic Registration Information
- Emergency Policy
- Fundraisers/SCRIP
- Grading Scale
- Hazardous Conditions
- High School Diploma Policy
- Homework/Make-up work
- Honor Roll
- Library Policy
- Lost and Found
- Movie Viewing
- Opt-Out Option
- Principal Absence
- Privacy
- Proper Care of Furniture and Materials
- Reporting Pupil Progress
- Report Card Retention
- Religious Participation
- Special Education
- Student Council
- Student Records
- Textbook Replacement
- Title 1 Program
- Transfer of Credits Policy
- Tuition
- Visitors

## **WELCOME TO OUR LADY OF SORROWS SCHOOL**

Welcome, students and families, to the 2020-2021 school year. Our entire staff is looking forward to this upcoming school year and hope you and your child/ren have a blessed and successful year.

Our handbook is filled with information that you will find useful about our school. It is designed to help answer some of the commonly asked questions about school life at OLS. Please read through this handbook with your child to familiarize yourself with school procedures. If you are unable to find an answer to your question through the use of the handbook or would like more information, please do not hesitate to call the school at any time.

A good partnership between school and home is essential to ensure the academic, social, physical, and spiritual growth of your child. Parents/Guardians are highly encouraged to visit school and attend parent/teacher conferences, volunteer when possible, and become active members of our school community.

## **ABOUT OUR SCHOOL**

Our Lady of Sorrows School is a fully accredited school, a part of the Wisconsin Parental Choice Program and Wisconsin Nutritional Program.

**Mission Statement:** Our Lady of Sorrows School is a three-year-old kindergarten through eighth grade school that has been serving the Ladysmith community, and surrounding areas, since 1912. In cooperation with parents, parish and community members, Our Lady of Sorrows School will provide a high quality educational setting in which children can grow academically, socially, physically, and spiritually. We strive to develop a better understanding of the Catholic faith within each student, as we prepare them to be confident, responsible, contributing members of the parish and community. We believe nurturing and encouraging each student to realize his or her full potential. Our Lady of Sorrows School is open to families of all faiths where, as one family, we will answer the call to know, to love, and to serve God.

**Mission Statement Tagline:** Our Lady of Sorrows School, where faith and knowledge come together.

**Catholic Schools-Diocese of Superior Mission Statement:** Catholic Schools in the Diocese of Superior are a mission of the Church entrusted by Jesus Christ to instill Catholic faith and morals in our students. Within the community, our schools prepare students spiritually, academically, and physically to proclaim and live out the Good News in preparation for eternal life.

**Vision Statement:** Our Lady of Sorrows Catholic School will be a place where our children learn to let their light shine to make the world a better place.

**Philosophy:** Our Lady of Sorrows School exists to carry out the mission of the church, entrusted to us by Jesus Christ, which is to “go and make disciples of all nations.” Through the guidance of the Holy Spirit, we do this by accomplishing the following:

- Through liturgy and daily prayer, instill in the students a desire to please God everyday, as well as foster a personal relationship with God.
- Create an understanding that each of us is formed for a family, and as Christians we are called to value human life, and to treat each other with respect and compassion.
- Integrate the Catholic faith and Gospel Values into daily learning.
- As parents are the PRIMARY educators, we foster a mutually supportive relationship between parents and teachers.
- Create a spiritual atmosphere, enriched by active participation in weekly mass and daily prayer, which allows a successful faith journey, and a deeper knowledge of God.
- Academic excellence; this is a goal supported by the collaborative effort of teachers and parents, and nurtures a generation of life-long learners.
- A Catholic identity, which builds a strong foundation of faith, and values of honesty, empathy, charity, service, responsibility, and respect.
- Teach children respect for life, and to make good moral decisions.
- Provide opportunities for each student to use his/her special talents to serve others in our parish and community.
- Ensure a safe, orderly, and supportive learning environment where students will thrive spiritually, intellectually, and socially.
- We will utilize our resources to provide educational programs, which fully develop students’ academic and problem-solving skills.
- Develop an attitude of peaceful cooperation, which will lead to the ability to solve conflicts in our families, community and our world.
- Preparing our children to meet the challenges of the future, as we share God’s love, forgiveness, and hope with people who do not know Christ.

**Core Values:**

- PRAYER – Through liturgy, reflection, and daily prayer, students develop a strong prayer life and a personal relationship with God.
- RESPECT – As Christians we are called to value human life and to treat one another with respect and compassion.
- SERVICE – We are called to use our gifts and talents to serve others. We strive to give back to the parish and community through our service.
- RESPONSIBILITY – Each person should take personal responsibility for their behavior and learning experience.
- KNOWLEDGE – We are committed to providing the best education possible for our students. It is the student’s job to strive to be the best that they can be to maximize their educational experience.

**School Climate:**

- The Mission Statement is reviewed annually with the faculty, Education Committee, and Parish Council. All meetings revolve around our mission statement.
- Spirit days will be held after each MAP testing period to celebrate the students’ hard work and accomplishments.
- Buddy classes are developed to promote a sense of family among our students. Our younger students are paired with our older students.

- Faculty, staff, students and all volunteers will receive Safe Environment Training.
- Student Council representatives are elected in the middle school.
- Our athletic program includes girl's volleyball and girl's and boy's basketball. Students can participate in any athletic program, not sponsored by OLS, offered by the local public school.
- The faculty, students, and staff will participate in community service activities and projects throughout the school year.
- Once the threat of Covid is over, parents/guardians with completed background checks are welcome in the classrooms.
- Parents/Guardians will receive regular newsletters from the principal and classroom teachers.
- All students have a prayer partner to write letters to and build a positive nurturing relationship.
- Special days are set-up throughout the year to celebrate our parents, grandparents, prayer partners, and parish community. During Covid, these may not happen.
- Faculty and students attend Mass every Wednesday morning at 8:45 a.m.

**Academics:**

- Core academic areas will be reviewed to ensure OLS is meeting State and Diocesan standards.
- New math (Math in Focus: A Singapore Math) and language arts (Voyages) were reviewed and purchased in 2019.
- A book study was completed on Guided Reading, strategies will be implemented throughout the year.
- Over the next couple of years, the faculty will be reviewing our Science and Social Studies curriculum. All options will be presented to the Education Community for review and input.
- Interventions will be provided to students needing extra assistance in reading and math.
- Extra programs will be implemented to help enhance student learning, like Reading A to Z, IXL Math, and Accelerated Reader.
- MAP testing will be administered three times a year in kindergarten through eighth grade. These tests are used by the teachers to identify each student's strengths and weaknesses.
- Teacher meetings will be held throughout the year to review student needs and review school wide goals.
- Technology will be taught and used in all classrooms. Kindergarten through 8th grade will have a computer class each week.
- A play-based curriculum will be administered in the 3K/4K program, with an emphasis on reading, math and socialization.
- Parents/Guardians will have access to student progress through Option C.

**Staff Development:**

- All teachers are required to hold a valid Wisconsin teaching license or be working toward a license through an accredited university. Any teacher working toward a license will have a plan in place for support.
- Teachers will be provided professional development opportunities.

- Teachers will attend regular staff meetings to discuss student and school needs, teaching strategies, and share thoughts and ideas on education.
- Teachers will attend an annual religious retreat.
- Teachers will attend a Fall Conference, Math in Focus training, adding standards to lesson plans, continue work on implementing guided reading, and attend a MAP workshop to learn how to better use the assessment results to improve student learning.
- The principal will complete informal and formal observations in all classrooms throughout the year, in order to work more closely with the teachers on teaching strategies.
- All teachers are formally evaluated each year.

**Finances:**

- The budget is reviewed on a regular basis by the bookkeeper, Priest, Parish Council and principal.
- The school and church are audited by Hawkins and Ash, through the Wisconsin Parental Choice Program, to ensure accuracy budgeting practices are implemented.
- Grants will be written to help purchase larger items, like smartboards, large classroom items, etc...
- An annual alumni letter will be sent for support financially and/or spiritually.
- Tuition assistance is available to our families.
- Fundraisers will take place throughout the school year.

**COMMITTEE OF EDUCATION**

- Lani Burki
- Karla Cole
- Jen Gago
- Jessica Wiles
- Deacon Craig Voldberg
- Becci Tucker
- Jacqueline Bernard

**GOVERNING BOARD MEMBERS**

- Father Papi
- Joseph Groothousen
- Norm Ross

**OFFICE HOURS**

The school office is open

7:30 a.m. -3:30p.m. During the School Year

8:00 a.m. – 3:30 p.m. During the months of June and August

Closed during the month of July

**ORGANIZATIONAL STRUCTURE**

Our Lady of Sorrows Grade School is a non-profit organization. Please refer to the 501(c)3 letter issued by the IRS and our school’s identification in the Diocese of Superior Parish Catechetical Leadership Directory.



## SCHOOL CLOSINGS

Parents will be notified of school closings through an Option C Parent Alert, announcement over the WLDY Radio Station and postings on WEAU and our Facebook Page.

## STAFF DIRECTORY

Title	Name	Email Address
Principal	Mark Gobler	markpgobler@gmail.com
School Administrative Assistant	Katelyn Schneider	olsladysmith@gmail.com
Parochial Minister	Father Papi	frypreddy@yahoo.com
Parish Administrative Assistant 3rd-8th Grade Religion Teacher	Robert Lecheler	rjlecheler@gmail.com
Parish Secretary Religious Education Coordinator	Tamara Richardson	secretary@ruskcountycatholiccommunity.org
Parish Bookkeeper	Tammy Loomis	bookkeeper@ruskcountycatholiccommunity.org
Maintenance	Linda Stock	
Three-Year-Old Kindergarten	Keely Sanderson	misskeelyols@gmail.com
Four-Year-Old Kindergarten	Megan Campbell	
Kindergarten & K-4 Music	Lisa Borman	lisabormanols@gmail.com
First/Second Grade	Kelly Tindol	kellytindol@yahoo.com
Third/Fourth Grade	Rachel Berry	rberryolsschool@gmail.com
Middle School	Peggy Novak	
Middle School	Darlene Sieg	
Middle School	Sharon Sanderson	olsmrs.s7@gmail.com
Physical Education	Darrell Gago	ddgago@centurylink.net
Food Service Director	Katelyn Scheinder	olslunch@gmail.com
Head Cook	Sue Mogenson	

**Breakfast and Lunch are again free of charge this year! There is a cost for milk at break, unless you qualify for free or reduced meals.**

**NUTRITION**

Cost of Meals					
Meal	Full Price	Reduced	Extra Milk	Staff	Parent/Grandparent Lunch Day
Breakfast	\$1.60	\$0.30	\$0.45	\$2.00	
Lunch	\$2.95	\$0.40	\$0.45	\$3.75	\$4.00

A nutritional snack is provided daily to all 4K and K students. The cost per snack is \$0.50.

The food service program is tracked through each student’s account. All family members’ meals are deducted from the same account. It is expected that family accounts have a positive balance. Families will be contacted to add money to their account when the balance is low. Applying for free or reduced lunches is strongly recommended. Please be sure to complete an application if you think your family income qualifies for this program. Families that qualify for free lunch may still have an account, due to purchasing extra milk or for snacks (only for 4K and Kindergarteners).

Please note: All negative balances need to be paid in full at the end of each quarter. Families will be provided with an account update each quarter. **Any account in a negative balance at the end of the school year, will be deducted from your FACTS account.**

<b>CHILD NUTRITION PROGRAMS - FREE AND REDUCED MEAL PROGRAM</b>
<p>Parents are highly encouraged to apply for Wisconsin’s Free and Reduced Lunch Program. All qualifying families will be eligible for free and/or reduced breakfast and lunch meals. Families can pick up an application at the OLS school office. You may apply for free and reduced lunch at any time throughout the school year if your employment status changes.</p> <p>Family application for free and reduced lunch benefits both the family and Our Lady of Sorrows School. Families benefit from the free or reduced meal prices. OLS benefits, by becoming eligible to receive state and federal grant money based on the number of students in the Free and Reduced Lunch Program. Please take the time to complete the necessary paperwork or ask for additional information from the principal.</p>

If your child is bringing their own sack lunch to school, please try to pack nutritional foods versus sugary items. Absolutely no soda or energy drinks are allowed at school.

As part of building a sense of responsibility and care for our school, middle school students will work in teams throughout the week to help clean-up the lunch room after all students have eaten.

## **Our Lady of Sorrows School Wellness Policy**

**Policy Preamble** The Committee of Education recognized that good nutrition and regular physical activity affect the health and well-being of the students of Our Lady of Sorrows School. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits and by promoting increased physical activity both in and out of school. The Committee of Education establishes the following wellness policy.

**Policy Leadership** The Wellness Committee consists of Committee of Education Members, the Principal, Food Service Manager, Staff and Parents. To assist in the creation of a healthy school environment, Our Lady of Sorrows School shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than one time during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.

**Nutrition Standards for All Foods** Our Lady of Sorrows School is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

### ***Standards and Guidelines for School Meals***

Our Lady of Sorrows School is committed to ensuring that:

- All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 ([www.fns.usda.gov/school-meals/nutrition-standards-school-meals](http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals)).
- All meals are accessible to all students.
- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes. When drinking fountains are not present in the cafeteria, water cups/jugs are available.
- Students are provided at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch after being seated.
- All school campuses are "closed" meaning that students are not permitted to leave the school grounds during the school day. In addition, Our Lady of Sorrows School's nutrition services shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals; allow students the opportunity to provide input on menu items; and restrict the scheduling of

club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings.

### ***Foods and Beverages Sold Outside of the School Meals Program***

- All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- All food and beverages sold to students during before and after school programs shall meet the USDA Smart Snack nutrition standards.
- No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. shall be sold to students during the school day regardless of their compliance with the USDA Smart Snacks standards.
- The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.
- Our Lady of Sorrows School adheres to the Wisconsin Department of Public Instruction fundraiser exemption policy and allows two exempt fundraisers per student organization per school per year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Our Lady of Sorrows School encourages foods offered on the school campus to meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

**Nutrition Education** Teachers shall integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects. Nutrition education shall be provided to families via handouts, newsletters, postings on the web-site, presentations, and workshops.

**Nutrition Promotion** Our Lady of Sorrows School is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

**Physical Activity** Our Lady of Sorrows School shall provide students with age and grade appropriate opportunities to engage in physical activity. Elementary schools shall offer at least 20 minutes of recess on all or most days during the school year (early dismissal/late arrival days are exempt). Outdoor recess shall be offered weather permitting. Recess monitors/teachers shall encourage students to be active during recess. Schools shall provide physical activity opportunities for all students before and after school. Activities include physical activity classes/clubs, physical activity in aftercare, intramurals, and varsity sports. Students shall be moderately to vigorously active for at least 50% of class time during all

physical education class sessions.

**Other School Based Activities that Promote Wellness** As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle. Staff is strongly encouraged to model healthful eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum. Our Lady of Sorrows School shall provide information on how the public can participate in the school wellness committee on an annual basis.

**Monitoring and Evaluation** The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. Our Lady of Sorrows School wellness policy shall be updated as needed based on evaluation results, school changes, release of new health science information/technology, and/or issuance of new federal or state guidance.

### **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **HEALTH INFORMATION**

### **Blood Borne Pathogen Care:**

In order to reduce the risk to staff and students of contracting any diseases carried in the blood or other body fluids, Our Lady of Sorrows School has several staff members designated as Blood Borne Pathogen Caretakers. Each of these staff members has gone through a series of immunizations to protect themselves against such disease and have been trained in the cleanup and disposal of any blood or body fluids.

### **Injuries/Illness:**

If a student becomes ill or is injured, we must be able to contact the parent(s) or a designated person during the school day. It is imperative that an emergency number is on file with the office. Please be sure all information submitted to the office before the first day of school is accurate and up-to-date.

All students who become ill or injured will be sent to the office. If it is determined that the student needs to leave school, the parent/guardian is responsible to pick up their child within a timely manner.

### **Lice/Nits:**

Our Lady of Sorrows follows a No-Nit Policy to facilitate lice control. No pediculicide is 100% ovicidal (egg killing). The use of a pediculicide will result in 5%-30% of eggs remaining viable and hatching. Therefore, nit (egg) removal is essential for adequate treatment.

The following procedure will be followed in regards to lice control:

- If a child is found to have nits and/or live lice, a parent will be notified immediately to pick the child up from school.
- Verbal and/or written information regarding effective ways to treat will be given to parents upon arrival. Parents will also be shown what to look for.
- Parents will be informed that their child may not return to school until ALL nits and/or live lice have been removed.
- Child must have their head checked by school personnel upon return to school and be lice/nit free before returning to the classroom. If lice/nits are found, parents will be notified and the student will be sent to the office to wait for pick-up.
- The child will be checked each morning before entering the classroom. When the child has been lice/nit free for 10 consecutive days, they will no longer be required to have their head checked before returning to the classroom.
- If there is a continuing problem with a student, the school may refer these cases to the Rusk County Public Health Department for follow up and help in dealing with the issue.

### **Medical/Dental:**

Students entering kindergarten are encouraged to have a health exam prior to the start of school as well as an eye exam by a physician or optometrist.

Our Lady of Sorrows School proudly collaborates with Northlakes Community Clinic: Superior Smiles Dental Program. Northlakes comes to our school during the school day to provide dental care for every student. The form to accept or decline services will be provided to you from OLS.

**Medications:**

NO prescription or non-prescription medication will be administered to any student without the specific, written parent/guardian consent. All medication must be in the original container with a clearly marked label stating the child's name, name of medication, dosage, and doctor's name. Medication will be kept in the school office until the proper time to be given. Students will not be allowed to have non-prescription medication such as cough drops, cough syrup, throat lozenges, ibuprofen, etc... These items must be given to the school office personnel until needed. The school will not provide non-prescription medications such as Tylenol, etc... Students must bring their own in the original container and must have written permission from a parent/guardian on file.

Any prescription or non-prescription medication left over at the end of the school year, must be picked up by the parent/guardian. Students will not be allowed to bring the medication home with them. If the medication is not picked up by the last day of school, it will be properly disposed of by school personnel.

If a student requires a special diet the school will need to have a Dietary Statement from the student's doctor. The student's parent(s) should also meet with the Food Service Director.

**Wisconsin School Immunization Law:**

The Wisconsin School Immunization Law requires that every child attending a Wisconsin school be immunized according to the minimum required guidelines for their age/grade level.

Exceptions are made only if a physical certifies immunization might be harmful to the child or a parent/guardian objects in a written statement for religious or personal conviction reasons. All new entrants must provide proof of immunization or exemption.

A copy of each student's immunization records are required to be turned into the school office on or before the first day of school.

**STUDENT EXPECTATIONS**

**Academic Standards:**

The school has adopted the academic standards and curriculum of the Diocese of Superior. These standards are aligned to the Wisconsin Academic Standards and national subject area standards.

Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Diocese of Superior website at the following link: <http://catholicdos.org/schools>

All Wisconsin Parental Choice students may be required to take the state and federal assessments in grades 3-8. Any student participating in the Choice Program has the right to opt-out of religious instruction, Mass, and the selling of items for a fundraiser. If a parent or student wishes to opt-out of religious courses or activities, the parent must submit a written request to the principal prior to the start of each academic school year. If a student opts-out of a Religious Studies course or activity, that student must complete equivalent coursework and/or community service approved by the principal.

**Athletic Events/Student Activities:**

Parents and students as well as community members are encouraged to attend events in which our students participate. Students are expected to conduct themselves in accordance with all school rules when attending these events. Students who are absent during the day should not attend events or participate that evening unless the absence was pre-approved by an administrator. When parents attend these events, they should help ensure that their children conduct themselves properly. Events and activities are always for anyone attending.

**Bullying/Internet Bullying:**

Our Lady of Sorrows School strives to provide a safe, secure and respectful Christian learning environment for all students in the school buildings, on school grounds, on public school buses and at school-sponsored events and activities. **Bullying has a harmful social, physical, psychological and academic impact on victims, bystanders and bullies themselves.** OLS consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.

**Bullying behavior can be:**

- **Physical** (assault, hitting, punching, kicking, theft, or threatening behavior)
- **Verbal** (threatening or intimidating language, teasing or name-calling, racist remarks)
- **Indirect** (spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile device or using the internet.

Any other person, including a student who is either a victim of bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to school faculty or administration.

**Internet Bullying:**

The Superintendent of Schools of the Diocese of Superior, has informed schools that they have the right to discipline children for Facebook and other internet bullying, harassment, or defamation issues based on the same circumstance as if it happened at school. The consequences will follow the discipline policy.

**Bus Expectations:**

Our Lady of Sorrows relies on the Public School Districts for busing, therefore all students need to adhere to the rules set forth by the Board of Education through Ladysmith and



Flambeau Schools. Our students will also be given the same consequences as do all riders of the bus system.

**Cheating/Plagiarism:**

It is expected that all students do their own work. Any copying of other student work or completed by someone else, whether on a daily assignment or a test, will be considered cheating. Plagiarism from anyone's work including copying materials off the internet will not be tolerated. The classroom teacher and/or the office will deal with this type of situation.

**Classroom Conduct:**

Students will:

- Follow directions
- Raise hand to speak
- Be in the classroom on time
- Respect the rights and property of others
- Bring proper supplies to class
- Keep hands, feet, and objects to self

**Confiscation of Inappropriate Items:**

The School Staff has the right and responsibility to confiscate any item, from the student, deemed inappropriate.

**Computer Usage/Internet:**

All parents and students are required to read and sign the school's computer/internet use policy and consent/non-consent form.

**Drugs and Tobacco Use:**

The use of alcoholic beverages or drugs will not be tolerated. Any student observed by a faculty member or administrator to be under the influence of alcohol or drugs while in school or at a school related activity, shall be dealt with in an appropriate manner by school administrators in consultation with the faculty. The procedure is as follows:

- The faculty member suspecting a problem with drugs or alcohol will refer the students to the principal immediately.
- Parents will be notified.
- A complete investigation will follow including locker/clothing inspection.
- Possession will be referred to the local police/sheriff's department.
- Out of school suspension or expulsion may occur.

In conforming to the state law, which prohibits the sale of cigarettes to children under 18 years of age, and with the recommendation of the Attorney General that smoking is injurious to health, possession of cigarettes and/or smoking by students is prohibited on school and parish property. The discipline policy will be enforced. E-cigarettes and Jules will be treated the same as cigarette use.

**Field Trips:**

Field trips that have educational value are encouraged. The event must be approved by the administrator before the trip is planned and scheduled. Field trips are privileges and

students can be denied participation if they fail to meet academic and/or behavioral requirements. A written permission slip must be signed by each child's parent/guardian and kept on file by the teacher before a child will be allowed to participate in any given field trip.

Transportation is to be provided by a bus company or parents/guardians who have completed the safe environment training and background check, along with having the acceptable minimum vehicle insurance of \$100,000/\$300,000. Parents/guardians driving for field trips will be asked to sign a proof of insurance form.

**Field Trip Policy (adopted by the OLS Committee of Education during May 2010):  
During the Covid Pandemic, field trips may need to be suspended for the safety of children and staff.**

- Those willing to volunteer to drive will contact the classroom teacher by the requested date. The teacher will make the decision about who will be riding in the vehicle with the driver. First consideration will be given to the students.
- Parents who want to go on a field trip, but do not wish to drive are welcome. However, priority will be given to the students and the teacher must make sure that there is a seat for all students first.
- Everyone must follow the planned itinerary. The only deviation from this would be if alternate plans were made before the day of the field trip. For example, a family wants to leave the location of the field trip and go somewhere else instead of back to school. Any deviation from the field trip plan must be approved by the teacher and/or principal.
- Field trips are only meant for the class/grade that is planning the trip. Parents that are going on a field trip may not take other school age children with them on the field trip.

**Gum Chewing:**

Gum chewing is not allowed anywhere in the building or at recess during school hours.

**Harassment/Non-Harassment Policy:**

Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. Unwelcome verbal or physical contact includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive or sexually graphic materials which is not necessary for school purposes.

No student shall be subject to harassment including sexual harassment as a Catholic school student.

If warranted, any student who engages in harassment, including sexual harassment shall be subject to appropriate corrective action, including discipline such as, but not limited to, probation, suspension and expulsion and where appropriate these actions will be reported to the proper authorities, including the police.

Any students of Our Lady of Sorrows School are entitled to learn in an atmosphere free from harassment. If warranted, any student who engages in harassment, including sexual harassment, shall be subject to appropriate corrective action, including discipline. Any

student who believes that he/she is being harassed shall report immediately to the teacher or principal. The principal will report the information to the pastor and Diocese Superintendent of Schools. Any information reported shall be treated as confidential.

No Student making a good faith report of harassment shall be subjected to retaliation.

False claims will be considered and dealt with as a serious matter.

**Non-Harassment Policy:**

Respect for the dignity of each person is essential to Catholic tradition. It is important that we maintain a learning and working environment that is free of any form of harassment or intimidation toward any student. All students of the parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment.

**Lockers/Locker Searches:**

Students in grades 5-8 will be assigned a locker in which to keep their coat and other belongings. The lockers are school property and subject to search as necessary. Items in the locker including book bags, jackets, etc.. may also be searched. Discovery of anything of an illegal nature will result in referral to the proper authorities and disciplinary actions taken.

A student locker is provided to be used solely for storing outer garments and school material. The locker is not a student's private property and may be checked by school authorities at any time. Unauthorized articles will be removed from lockers. No inappropriate pictures or improper materials will be displayed. Posting or display of any type on the exterior of lockers is strictly prohibited. The student is responsible for keeping the locker clean and orderly.

Students that damage their lockers will be held accountable. The school will not be responsible for things stolen or missing from lockers.

No lock of any type will be allowed on lockers.

Any violation of any law and/or rule including misuse or abuse of the lockers will be cause for disciplinary action.

**Locker and Desk Search:**

Student lockers are the property of Our Lady of Sorrows School. Periodic general inspections of lockers will be conducted by school administrators for any reason, at any time, without student consent and without a search warrant. Searches are authorized in the school for the purpose of maintaining order and discipline and to protect the safety and welfare of students and school personnel. Locker searches are to be conducted by the school principal, faculty member under contract, pastor, and/or legal authorities at the request of any school administrator. The person administering the search shall be in the company of another person authorized to search.

School officials may seize any item that is dangerous, illegal, or deemed to be inappropriate and/or a nuisance during the search. Searches of the student's personal belongings contained within the locker may be conducted where there are reasonable grounds to

believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for the return to the parent/guardian of the student or retained for disciplinary proceedings or turned over to law enforcement officials. The search will be documented by school officials. The parent/guardian of the minor student shall be notified of items removed. Desks are also school property and general inspections or searches may be conducted following the same guidelines as locker searches.

### **Playground:**

For uniformity in playground rules, the following regulations will be in effect.

- Students are not to run into the street. If a ball rolls into the road, the supervisor on the playground must retrieve it.
- Students may not walk up or down the slide.
- Wood chips, sand, rocks, snow, ice, etc... are NEVER THROWN. They are considered dangerous weapons.
- No objects of any kind may be thrown, unless it is equipment for a game that is supposed to be thrown.
- No tackle games, wrestling or karate games allowed.
- Students must stay away from any vehicles in the church parking lot.
- Grass areas near the church are off limits.
- The bicycle rack and dumpsters are off limits.
- Students may not play ball near the windows of the school or throw balls at the school building.
- Eating is prohibited on the playground, unless in a supervised special event.
- Metal and wood bats may not be used.
- Toys from home should not be brought for recess.
- Play in safe areas (inside fenced area) and avoid water, mud, and ice.
- Keep all equipment clean and free of water and mud.
- Use respectful language
- Only leave the playground with permission from the teacher
- Accidents and incidents on the playground must be reported to the playground supervisor on the same day as the accident/incident.
- Feet first when coming down the slide.
- When on the swings, swing in a back and forth motion, no doubles, no standing or jumping off of swings.
- No running on the wood chips by the playground equipment.
- Once the student leaves the building, only go back inside if permission is given by the playground supervisor.

### **Playground Attire:**

During the winter season, each child must wear boots. Hats, mittens, and snow pants are to be worn when the weather calls for such attire. Students will have inside recess if the wind chill is below 0 degrees or it is raining outside.

### **Probationary Period:**

All new students enter the school on a one-year probation. The school principal may place any student on probation for a trial period. After a conference is held with the student's parents/guardian and relevant school personnel, the principal sets conditions for release from probation. The principal's decisions are final.

**Promotion Requirements for Students:**

Student promotion is determined by the student's mastery of the core curriculum with consideration given to the student's developmental maturity reflected in behavior. Student ability is taken into account when making decisions regarding promotion and retention.

The school will make the decision to retain or accelerate a child only after consultation, evaluation and reflection with administration, parents/guardian and teacher. The final recommendation or decision is established by the school principal and communicated to the parents/guardians of the child.

The following is the school's fourth and eighth grade promotion requirements administrative policy as adopted by the school leadership and Diocese of Superior on April 27, 2016.

1. Beginning in the year 2018 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will meet at least one of the three criteria:
  - a. Criterion #1: Academic mastery of the core curriculum. Academic mastery of the core curriculum is defined as obtaining proficiency levels in reading, writing, mathematics, science and social studies that are measured and defined by classroom assessments.
  - b. Criterion #2: Assessment results at a level of basic or above, which is measured and defined by the Wisconsin Forward Exam and/or the Northwest Evaluation Association Measure of Academic Progress, in reading, writing, English/language arts, mathematics, science and social studies.
  - c. Criterion #3: Recommendations of teachers based on the student's developmental maturity reflected in behavior determined by a school-based team that includes the classroom teacher(s) and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.
2. The criteria must be met in the following manner:
  - a. Criterion #1 will be considered first.
  - b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
  - c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

**Safe and Sacred Training:**

All parents who intend to chaperone any field trip throughout the year MUST complete the Safe and Sacred training and Background Check online. Approval may take up to 10 days, please plan accordingly.

Parish and school personnel, parents, volunteers, and coaches as representatives of the Church, have a distinct responsibility to be advocates for our young children. With this in mind, in December 2002, the United States Conference of Catholic Bishops pledged to be proactive in protecting our children and keeping them safe. One way to enable this to occur is to provide a safe and sacred training course. Any adult who interacts with children throughout the school year must attend this class to become better informed and prepared to carry out this awesome responsibility of keeping our children safe from uncomfortable and unwarranted situations. This is a mandatory training session and participants are subject to background checks provided by the Diocese of Superior.

Students will attend a safe environment training session and will have opportunities to practice skills learned throughout the year. A permission form will be sent to parents prior to the training. Any parent who does not want their child to be present for the training will be sent the Parent Resource Guide to go over with your child as you see appropriate.

**Student Council:**

The student council consists of 2 members from each middle school class, sixth through eighth grade. Students voluntarily chose to be a part of the student council, if more than 2, the middle school votes for its active members.

The student council plans events throughout the year for the student body. They will also be leading our MAP celebrations.

**Student Dress Code:**

Our Lady of Sorrows dress code makes every effort to emphasize standards of modesty, appropriateness, and neatness in school clothing. When questionable clothing is worn to school, the classroom teacher and administrator will decide how the matter will be handled. Parents may be called during the day to correct inappropriate dress of their child.

- All clothing should be in good condition with no holes.
- Distressed jeans are acceptable if there is no skin showing in the hole. Please do not wear these on Mass days.
- Dress pants, jeans that are not tight and in good condition, sweat pants, and athletic pants are all acceptable. Leggings, jeggings, yoga/athletic pants and tight fitting knit pants can only be worn with shirts that are long enough to cover the student's bottom. It is preferable that shirts worn with them follow the fingertip rule. If a student's bottom is exposed, an OLS t-shirt will be given to the student to wear for the day. This includes students in 3K through 8th grade.
- Designs and slogans on shirts should be appropriate for school.
- Full cover tops/shirts only. Short shirts which leave part of the stomach exposed will not be permitted. No halter tops, fishnet tops, or spaghetti strap tank tops.
- Sleeveless shirts are permitted as long as they have small arm holes and do not expose undergarments.
- Skirts and dresses must be of appropriate length and follow the "fingertip" rule.
- Ordinary street shoes or tennis shoes are acceptable for the classroom.

- Tennis shoes are REQUIRED for all students for physical education classes. No flip flops or sandals. Students in grades 5-8 are REQUIRED to change clothing for Physical Education.
- **Students are REQUIRED to DRESS-UP on Mass days.** Dress pants, khaki pants, cargo pants, etc. are preferred, but nice jeans will be acceptable. NO athletic style pants. Shirts should either be button style, polo style, modest blouses, and plain/striped t-shirt style. Our Lady of Sorrows polo shirts are highly recommended. No shirts/tops with pictures, advertising, athletic logos/symbols, words, etc. Dresses and skirts are also an option for the girls. Students will not be allowed to wear shorts to Mass or Prayer Services. Parents will be contacted to bring other clothes for their child should there be a violation in this area.

**During the months of September, May and June students will be permitted to wear shorts and capri pants.**

**Fingertip Rule: Students should stand with their arms held straight down at their sides, their shorts, a skirt, or dress should not be shorter than their longest fingertip.**

**Student Referral to Principal:**

In the event a teacher sends a student to the principal, the teacher will fill out a “Notification of Student Referral to Principal’s Office” form stating the reason. The principal will resolve the situation. **At the principal’s discretion, a phone call may be placed to the parents as well.**

**Suspension and Expulsion Policy:**

The suspension or expulsion of a student from Our Lady of Sorrows Grade School is a very serious matter and is invoked only in extreme cases.

In-school suspensions are given in order to avoid students staying home and treating it as a day off; minimizing the reason for the discipline by not having the student be accountable in the school environment.

A suspension may be ½ day, or 1-3 days, or three to five full days, depending on the cause:

- Disrespect is shown to peers, faculty, staff or guests
- Vandalism occurs on school property
- Fighting with peers
- Irregular attendance
- Consistent disregard for rules
- Harassment, bullying
- Weapons in school (play or real)
- Principal discretion

In-school suspension results in the student completing the regular classroom assignments in the principal’s office or a primary classroom. Another option may be the student being assigned to do community service for the school or church by performing custodial duties for the day. When suspension occurs three times in a semester, a behavioral contract is written for the student and expulsion may be considered.

## **Expulsion**

The principal and pastor decide when expulsion is warranted and the faculty is given the opportunity to express their concerns. Expulsion is permanent removal from school and the student is not eligible to return in future school years. Expulsion may occur when:

- Delinquency and immorality warrants commitment to a correctional institution.
- Student constitutes a definite menace to others.
- Demonstration of the lack of serious concern for the safety of self and others.
- Drugs, alcohol, weapons, or violence on school property.
- Verbal or physical threats to others.
- Consistent harassment of others.

The principal shall ensure there has been communication with parents/guardian prior to the suspension or expulsion. There shall be communication between the parent, student, teacher and principal prior to the student returning from an out-of-school suspension.

The Diocesan Superintendent of Schools shall be notified before an expulsion action is taken.

Although Catholic schools are not required by law to grant due process, concern for students and parents implies that care should be taken that fundamental fairness is offered to the students in the process of expulsion.

### **Appeal of Suspension or Expulsion:**

The student, or his/her parent or guardian, may, within five school days following notification of the expulsion or suspension, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by the Diocese of Superior policy. If they were not followed, the Superintendent will refer the issue back to the parish school with a recommendation about at which step of the procedure needs to be further processed.

### **Testing:**

MAP (Measure of Academic Progress Skills) Growth Assessments are computer adaptive achievement tests in reading and mathematics for kindergarten through eighth grade. MAP is used throughout the Catholic Schools in the Diocese of Superior. Students are tested fall, winter and spring each year. Kindergarten through eighth grade are tested in the fall, winter and spring each year. Parents receive the results of these tests and are encouraged to ask questions, if needed, about the results.

### **Use and Possession of Electronic Communication Devices**

Our Lady of Sorrow's students are prohibited from using any electronic communication devices including, but not limited to, cell phones, iPads, kindles, etc. during the school day. Electronic devices may be brought to school by a student, but they must be turned off and in their backpack during school hours.

The use of electronic devices in any bathroom, locker room, or other area where students dress is prohibited at ALL times.



## **GENERAL INFORMATION**

### **Asbestos:**

Our Lady of Sorrows is in full compliance with the environmental protection agency (EPA) and the Wisconsin Department of Health & Family Services in regard to asbestos abatement. Air Tech Environmental Services, INC conduct an EPA AHERA inspection every 3-years.

### **Admission and Discrimination Policy:**

Our Lady of Sorrows School is prohibited from discriminating on the basis of race, religion, color, and national ethnic origin, gender, age or disability. The school serves Our Lady of Sorrows Parish in Ladysmith. Students are accepted based on classroom availability and eligibility. Class size will not exceed 12 in 4K, 15 in grades K-2, 18 in grades 5-8.

All complaints will be reported to the school office personnel and addressed by administration within 48 hours. All staff are Civil Rights Compliance Trained.

A student must be 3 years old and fully potty trained on or before September 1st to attend 3-year-old-kindergarten.

A student must be 4 years old on or before September 1st to attend 4-year-old kindergarten.

A student must be 5 years old on or before September 1st to attend kindergarten.

### **Application Appeal Process for Wisconsin Parental Choice Families:**

The school offers a limited number of Choice seats each school year. To apply for a Choice seat a completed application must be submitted during the school's open enrollment period. The open enrollment period runs from the 1<sup>st</sup> of February through the 15<sup>th</sup> of April.

At the end of the open enrollment period, the DPI will conduct a lottery of all complete and qualifying applications. If an applicant is not chosen in the lottery they are placed on a waiting list based on the order in which they were selected. At the completion of the choice lottery, each applicant is notified whether they have been selected or rejected. An applicant will only be rejected if they do not meet the income and/or residency requirements, or if they are not selected in the random selection lottery.

Under the school's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school Choice administrator that the applicant was improperly rejected. The school's Choice administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

**Attendance:**

Accurate records are kept of a student's absences and tardiness. Parents should call the school prior to the beginning of school, if their child will be late or absent that day. A written excuse must be presented to the teacher on the day a student returns to school after an absence. Excuses are then sent to the office. Students are tardy if they are not in their homeroom at 8:00 a.m. Students arriving after 8:00 a.m. must report to the office before going to the classroom. The office will issue the student a pass to class. Students are marked half-day if they arrive after 10:15 a.m. Students may not leave the school premises without permission. The students' safety is always the first priority.

Parents should avoid scheduling family vacations during school days. A schedule is sent out in the summer of the upcoming school year so that parents can see when school vacations will be held. In the event that a family schedules a vacation during school time, they must notify the school at least 2 weeks in advance so the teacher(s) may prepare class work and homework assignments. Upon returning from vacation, the student is responsible for turning in the assignments. Parents are responsible for supervising their children's attention to the assignment.

Any student who misses ten days in a quarter is at risk for falling behind in academic performance. Absences beyond ten days in a quarter will require a doctor's note with a diagnosis, which will enable planning to occur between school and home. During absences, parents and teachers are expected to work together to bring the child's academic performance to where it is supposed to be. Any student with 10 or more absences in a quarter will be reported to the Rusk County Sheriff's Department/Ladysmith Police Department for truancy actions. Our Lady of Sorrows School works closely with the local Sheriff's Department to uphold the Rusk County Truancy policy.

**Communication with Principal and Faculty:**

If a parent has a concern with his/her child, the first step is for the parent to telephone the teacher with questions and concerns about their own child's learning environment. If the teacher is unable to satisfy the concerns of the parents, the principal should be called.

Effective ways to communicate with the teacher:

- School Email (found in the front of this handbook)
- Letters and notes in the student planners or take home folder
- Leave a message with the front office or on the school answering machine

**Information, written or verbally communicated through others, without a name will be discredited by the principal.** Likewise, the principal will not respond to unprofessionally stated emails or voice messages for liability reasons.

**Respectful Communication**

Go directly to the person with whom you have the concern. **It is vital that it is your concern and that you speak only for yourself. Speaking for others encourages "hearsay," miscommunication, and breaches confidentiality. It is also expected that you won't discuss the situation with others before you do so.** When difficult discussions take place it is appropriate to respectfully disagree. Be willing to listen, to understand, and to express thoughts and feelings in constructive ways. Sharing is meaningful and it is the

respectful thing to do. Confidentiality is crucial to bringing about positive change and resolving conflicts in a meaningful way.

**Calendar:**

Our Lady of Sorrows School tries to follow the Ladysmith School District’s calendar as closely as possible. There are days that differ, please refer to the OLS Calendar for specifics.

**Daily Schedule:**

The school day begins at 8:00 a.m. and is dismissed at 2:55 p.m. All students are required to be dropped off and picked up by the playground. In the case of inclement weather, students are required to enter through the doors by the playground and go directly to the gym.

The playground is supervised from 7:30-8:00 and 2:50-3:10, due to bussing. If your child is not riding the bus, parents need to arrange for after school pick up by 3:10 p.m.

Breakfast is served from 7:30 a.m. – 8:00 a.m. Students are allowed to come inside from the playground to eat breakfast and then return to the playground when they are done eating.

Individual teachers will send out a copy of their daily schedule with one of their September newsletters. There are times when the schedule changes to better fit your child’s educational experience.

**Discipline Plan/Policy:**

Definition of discipline: Discipline is a code of conduct that governs one’s behavior. It implies the ability to control and direct one’s actions according to the Christian norm.

The philosophy of discipline at Our Lady of Sorrows School is based on the underlying principle that the heart of discipline in our Catholic tradition is discipleship. We believe a disciple is one who shares a close and definitive relationship with another. For us, this relationship is with Jesus to whom we look for our life’s meaning and example.

We share the gospel message of discipleship by our daily witness to the meaning of Catholic faith and living. We believe that communicating this message requires the example of teachers, parents, and adults. These examples and lives have a profound influence upon the education and formation of our students.

We believe our school is a partnership of discipleship and faith in which each parent, teacher, staff, and students choose a complete Catholic education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, for supporting, reinforcing and extending learning.

The goal of this discipline policy is to develop a community of people who are self-directed, self-motivated and who act in accord with Catholic ideals. Serious behavior problems which go beyond the scope of the individual teacher will be referred to the principal.

**Discipline Plan:**

Positive Behavior Intervention Support (PBIS) is not a specific program, but a broad, generic term that describes a set of strategies or procedures designed to improve behavioral success incorporating proactive, positive (non-punitive) and instructional strategies exercised over

time with consistency. These strategies involve establishing settings, structures and systems to facilitate positive behavior change.

Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized and use of pro-social skills is acknowledged.

When student problem behavior is unresponsive to preventative school-wide and classroom-wide procedures, information about the student's behavior is used to:

- Understand why the problem behavior is occurring
- Reteach and strengthen more acceptable alternative behaviors
- Remove triggers and find alternative strategies to help alleviate the problem(s)

Teachers will:

- Remember the dignity of the student when disciplining.
- Follow school rules as written in the handbook.
- Plan well for a structured school day. Children behave more satisfactorily when the teacher's objectives are clear and when students have meaningful tasks to perform.
- Clarify expectations. In all school situations, from the playground to field trips, the students must know exactly what the teacher expects.
- Make consequences for improper actions clear that fit the circumstance, logically and appropriately. Students who require time out of the classroom are either sent to the principal's office or another classroom. Students should never sit in the halls unattended by an adult. Send students to other classrooms when the principal is unavailable. When this occurs, students are sent to classrooms which do not have younger siblings in them.
- Use positive reinforcement as the first line. The student who acts out the most often probably would benefit most from praise, sincerely given for genuine merit.

All school personnel are responsible for the safety of the students and will use positive discipline strategies to ensure their safety.

### **Electronic Registration**

Registration for the following school year will be held on February 13th from 4:00-7:00 p.m., weather permitting.

New and returning families can now fill out and electronically sign all registration forms online through our website [www.olsladysmith.com](http://www.olsladysmith.com). Email all completed forms to [olsladysmith@gmail.com](mailto:olsladysmith@gmail.com).

### **EMERGENCY POLICY:**

- No child is to be sent home unless someone is at home to receive the child, unless parental permission is given otherwise. This includes all possible reasons: illness, forgotten books, etc...
- If a parent/guardian can not be reached at home or is unavailable at work, the person(s) that you have indicated to be your "emergency contacts" will be called in case of an emergency (illness, etc.)
- If an emergency occurs the parent/guardian will be contacted. When an emergency occurs of urgent nature and the parent/guardian can not be reached, the school

reserves the right to request ambulance service for transportation and use best judgement for decisions in regards to treatment.

- No child will be allowed to leave during the school day unless he/she is picked up by a parent or an authorized person. The authorized person may or may not be listed on the emergency request form.

### **Fundraisers/SCRIP:**

All families, 4K-8, attending Our Lady of Sorrows School are expected to participate in fundraising activities. Every family is expected to participate in and sign up to help with at least one fundraising event during the academic year. The following are list of fundraisers:

- Annual Gala
- Candy Bar Sales - One box is sent home with each child to sell. You are more than welcome to sell more than one box! No volunteers needed.
- Harvest Dance - We are in need of a leader and helpers for this fundraiser. Takes place over Halloween.
- Wreath Sales - No volunteers needed. (November/December)
- Basketball Tournament (February)
- Golf Outing (Spring)

The following events welcome volunteers:

- Prayer Partner Tea (December)
- Grandparents Lunch (Catholic Schools Week/February)

Many of our fundraising events double as public relation events. It is important to participate in these events to help promote our positive reputation within the church and community.

### **SCRIP**

For the 2021/2022 school year, Scrip purchasing is again a requirement. Each family is required to earn \$150 of Scrip **profit** per student 4K-8. There is a \$400 family maximum requirement. The family balance of unearned profit will be automatically billed through FACTS at the end of the school year. You may elect to buy out of this program at any time throughout the school year.

Wisconsin Parental Choice families are not required to participate in the Scrip program.

Scrip is a huge fundraiser for OLS. Please consider purchasing Scrip versus paying for items with cash or card. Thank you!

### **GRADING SYSTEM:**

#### **3K/4K Grading System:**

S = Secure. Excellent success. Can do with ease.

D = Developing. Moderate success. Can do some of time. May need encouragement.

B = Beginning. Some success. Learning to do. Needs improvement.

N = Not observed.

**Grading Scale for Grades K-2**

E = Excellent

G = Good, exceeds basic requirements

S = Satisfactory, progress consistent with ability

**Grading Scale for Grades 3-8:**

Our Lady of Sorrows is committed to upholding high academic standards. Our grading system reflects those high standards.

A+ = 99-100

C+ = 83-84

F = 69 or below

A = 95-98

C = 79-82

A- = 93-94

C- = 77-78

B+ = 91-92

D+ = 75-76

B = 87-90

D = 72-74

B- = 85-86

D- = 70-71

**Hazardous Conditions:**

FIRE - Students at Our Lady of Sorrows School regularly practice the evacuation of the school building. A fire alarm is located near the main entrance of the school.

TORNADO - Tornado drills are done in the fall and early each spring. Students are prepared for severe summer weather should it occur during school hours.

SNOWSTORMS - Procedures adopted by the Ladysmith-Hawkins School District and Our Lady of Sorrows are announced over the WLDY Radio Station and posted on WEAU and our Facebook Page. If the weather is questionable, please listen to the radio station for cancellations and/or early dismissal times.

**High School Diploma Policy:**

Our Lady of Sorrows Grade School is a PreK-8<sup>th</sup> grade educational facility. Students must transfer to another private or public high school, after completion of their 8<sup>th</sup> grade year.

**Homework Policy**

Most students will have homework each day. Keep in mind that students work at different paces, possess varying abilities and skills and manage time differently. (See Attached)

**Homework and Makeup Work:**

Homework is considered a necessary and meaningful part of the learning experience. Work time is provided in school for students to complete teacher assisted practice and independent work. Most independent assignments should be completed during this time. If the students are doing most of their independent work at home, chances are they are not using the time provided in school effectively. Teachers will collaborate to provide meaningful and reasonable homework assignments within the developmental time limits. If parents feel this is a problem, they are strongly encouraged to talk with their child’s teacher and/or principal.

The student is responsible for completing assigned homework missed due to absences. Students in grades 6-8 must make up missed work within three days after they return. If a student has an extended illness, assignments are due on the recommended dates of the teacher. Late assignments are accepted at the discretion of the teacher.

**Homework and Vacations:**

Though teachers do write lesson plans in advance, the actual work that will be used may not be prepared until just before the lesson. Long range lesson plans can and often do change because of unexpected changes in the school calendar or schedule and to meet the varying needs of individual classes of students. When students request and are given homework in advance for family vacations, it is then expected that the work will be completed and turned in when the student returns to school. Parents are responsible for supervising their children's attention to the assignments. When deadlines aren't met, a message will be sent home to parents notifying them of the unexcused work. This will reflect grades and noted on the students report card.

**Honor Roll (Middle School Only):**

Students achieving a quarterly GPA of 3.5-4.0 will be on the A Honor Roll. Those achieving 3.0-3.49 earn Honorable Mention

**Library Policy:**

Teachers and students walk to the Rusk County Community Library on a regular basis. A yearly permission slip is needed for each student. The four-year-old kindergartners occasionally ride the Indianhead Transit bus during inclement weather. Booster seats are needed for each child to ride. Please speak with the classroom teacher for more information.

**Lost and Found:**

Students who find lost articles are asked to take them to the lost and found tub in front of the principal's office where they can be claimed by the owner. Any lost and found items not claimed at the end of each semester, will be donated to GoodWill.

**MOVIE VIEWING**

All movies viewed at school should be of educational value to the students. On special occasions, viewing of movies may be done for reward.

All movies must be previewed for age-appropriateness and Catholic values. The USCCB movie rating supported by Catholic News Service (CNS) should be used to determine eligibility. If the movie cannot be found on the CNS list, permission must be granted by the principal for viewing.

Reviews: <http://www.catholicnews.com/movies.cfm>

Classifications:

- A-I general patronage
- A-II adults and adolescents
- A-III adults
- A-IV adults, with reservations (this indicates films that, while not morally offensive in themselves, are not for casual viewing because they require some analysis and

- L explanation in order to avoid false impressions and interpretations)  
limited adult audience, films whose problematic content many adults would find troubling (replaced A-IV classification Nov. 1, 2003)
- O morally offensive

(Diocese of Superior 6207G)

**Opt-Out Option for Wisconsin Parental Choice Program:**

Any student participating in the Choice Program has the right to opt-out of religious instruction, Mass, and the selling of items for a fundraiser. If a parent or student wishes to opt-out of religious courses or activities, the parent must submit a written request to the principal prior to the start of each academic school year. If a student opts-out of a Religious Studies course or activity, that student must complete equivalent coursework and/or community service approved by the principal.

**Parent/Teacher Conferences:**

Parent-Teacher Conferences are held on October 1st and March 4th. The classroom teacher(s) will send home a sign-up sheet prior to the conference date.

**Principal Absence:**

In the event the principal is out of the building, the administrative assistant will be assigned the task of supervising situations as they arise. 3K through eighth will be supervised by Mrs. Schneider.

In the rare case when the principal and administrative assistant are gone, Mrs. Borman will be the onsite supervisor.

**Proper Care of School Furniture and Materials:**

Books and materials as well as desks, tables, lockers and chairs demand respect. All items cost money and are paid for by the people of the parish. Carving, marking, shoving, and tossing of any school materials damages those items. Students will be expected to pay for what they damage, deface, or lose.

Backpacks with wheels will not be allowed as they do not fit properly in the locker and cause damage to the lockers.

**Right to Privacy:**

School officials have the right to search and seize if deemed necessary in the interest of providing a safe and sacred environment. Therefore, school officials retain the right to periodically inspect student lockers and desks.

**Reporting Pupil Progress:**

Formal reporting of student progress occurs quarterly on the student report cards. Four-year-old kindergarten through eighth grade students and parents have access to Option C, an interactive web based site for accessing grades. Kindergarten through eighth grade teachers are responsible for updating this site each Monday by midnight, and it is expected that parents will review it and address concerns to the teacher(s) by Friday.



All Report cards can be viewed on Option C. Parents will be notified when report cards are ready and available to view. Paper copy report cards will only be sent home at the request of the parent. All families will receive a final paper copy report card at the end of the school year.

**Report Card Retention:**

The school year traditionally ends in early June. Families are required to pay outstanding balances for tuition and breakfast/lunch program. Any delays will result in report cards being held until outstanding balances are paid in full.

**Religious Participation of Students:**

Our Lady of Sorrows School participates in the evangelizing and catechizing mission of the Church. Therefore, most students (see opt-out policy), Catholic and Non-Catholic, shall participate in:

- Religion Classes
- Service projects sponsored by the school
- Liturgical service at church (Non-Catholic participate to the extent that they feel is comfortable).
- Music Programs

Students in second grade are instructed in preparation for receiving the sacraments of Reconciliation and First Communion.

**Special Education and Student Retention:**

Pupils will be required to repeat a complete grade level when, in the judgement of the teacher and parent, it is in the best interest of the pupil involved. When retention seems likely, parents are kept informed throughout the year. In some instances it will be suggested that students be tested for special education.

Special Services: Parents who suspect that their child may have a need for special education, may contact their child's classroom teacher to either initiate a referral or a meeting to discuss the child's needs.

If a special education referral is made, your child will be assessed by the Ladysmith Public School. To find out more about the special education process, please contact the principal at Our Lady of Sorrows.

**Student Records:**

Student records are maintained in the school offices. All information is held in confidence. Parents/guardians are requested to provide current health, custody and contact information. Student records are available to a child's mother and father, unless custody restrictions are noted on file in the school office. In the event our school would cease to operate, parents would be notified in writing. All student files would be forwarded to the parish office or Diocese of Superior.

Exceptional Education Records are kept in a separate file and include any psychological and personality evaluations. Health records are also kept in a separate file.

**Textbook Replacement:**

The school provides books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. However, unreasonable damage to textbooks will result in parents being responsible to replace them at the full cost including shipping and handling.

**Title I Program:**

The Ladysmith School District operates a school-wide Title I program. Title I is a federally funded program that provides additional instructional support for students. Our Lady of Sorrows is fortunate enough to receive Title I reading services. In order to receive services, your child must qualify, based on assessments administered at OLS. If you have any questions about this program, please feel free to contact your child's teacher.

**Transfer of Credits Policy:**

The following Transfer of Credit Policy determines that the school will consider accepting credit from other institutions, to the extent that coursework at the previous institution, is documented and in accordance with our school's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal. This policy supports the requirements of document 119/23(6m)(a)(8)

**Tuition:**

Our Lady of Sorrows uses the FACTS Tuition Management Program for all tuition and scholarship transactions. The parent/guardian should set-up an account that allows automatic tuition payments from their banking account. There are many payment plan options available to meet each family's needs.

Tuition for kindergarten through eighth grade for the 2020/2021 school year is \$1900 for parishioners and \$2600 for non-parishioners. Four-year-old kindergarten tuition is \$1600 for parishioners and \$2100 for non-parishioners. Our 4K program is four full days, Monday through Thursday.

Our 3K program is \$15.00 for each half day (8-11:30) and \$28.00 for each full day (8-3). Wrap around days will be \$15.00 for a half day and \$28.00 for a full. This is run on days that school is not in session. Before and after school care for K-8 is from 7 to 8 and 3 to 5:30 and the cost is \$5/hour. This cost is included in 3K and 4K rates.

**Visitors:**

**\*During this time of the pandemic, all non-essential personnel are not permitted in the building. This includes visitors and volunteers. Please speak to the principal about the scheduling of any visitor or volunteer.**

Adult Visitors:

All parents and visitors must stop at the school office and sign in before visiting anyone in the school. Classroom visitors are asked to notify the teacher in advance to arrange the visit.

Visitors, during the school day, are not to go to a child's classroom prior to stopping at the school office.

Prospective Student Visitors:

Students may have visitors during the school day only under the following conditions:

- A written request is made one (1) school day prior to the time the visitor is to be at the school. The request is to include the student's name, grade level, school presently attending, and medical concerns (allergies, medications) necessary in case of emergencies, along with the parent/guardian's name, address and a phone number where they can be contacted during the day.
- The visitor received permission to be at the school from the school administration.
- The visitor signs in and out at the office. Visitors not complying will be asked to leave

**Wisconsin Parental Choice Program:**

Our Lady of Sorrows School is officially a member of the Wisconsin Parental Choice Program (WPCP). The WPCP will provide children throughout the state with a full tuition voucher to attend a private or religious school of their choice. **All newly enrolled students in grades 4K-8 may qualify. Any current students in 4-year-old kindergarten, kindergarten, and first grade, may also qualify.**

**Open enrollment for the WPCP begins on February 1 and ends on April 20, 2020.**

Families can contact Our Lady of Sorrows School to set up an appointment to register, or apply online at <https://dpi.wi.gov/sms/choice-programs/student-applications>

**Acknowledgement of Receipt  
2021-2022**

**Name of Parish School: Our Lady of Sorrows  
City: Ladysmith, WI 54848**

I, \_\_\_\_\_, have received a copy of the student/parent handbook. I acknowledge my obligation, as a parent of a student at Our Lady of Sorrows Catholic School, to read, become familiar with and to follow the practices and philosophies within. I further acknowledge that these documents are subject to additions and/or changes.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*A full copy of the Student/Parent Handbook can be found on our website, [olsladysmith.com](http://olsladysmith.com), under Students<Forms.**