

Divine Savior



Catholic School

**PARENT / STUDENT  
HANDBOOK**

## Welcome to Divine Savior Catholic Elementary School

The faculty, staff and administration wish to welcome you and your child to Divine Savior Catholic Elementary School. We appreciate and value the trust you have placed in us to work with you as partners in your child's educational, developmental, and spiritual growth. It is our goal to work with you and your child to provide meaningful and rewarding experiences throughout the school year.

Divine Savior Catholic Elementary School is a family with many members. Each has an important role and responsibilities to play in the education of your child. Every member strives, in his or her own special way, to provide your child with an educational program and environment where they can grow and develop to their fullest potential. It is truly a team effort and you, as parents, are the most important member of that team effort. Without your involvement, encouragement, and support we cannot meet the educational and spiritual goals you desire your child to achieve.

The Parent / Student Handbook is given to you to provide you with information at Divine Savior Catholic Elementary School, its daily operations, activities, rules and regulations. It is designed to be a reference for you and your child and should be kept somewhere in your home so that you have easy and ready access to its information. Please read, review, and discuss its contents with your child(ren). If there are any questions, concerns, or suggestions, please feel free to contact the school office at the New Holstein campus (920) 898-4210. I will be happy to discuss, clarify and listen to your comments, concerns or questions.

By enrolling your child(ren) at Divine Savior Catholic Elementary School, you and your child(ren) agree to abide by the rules, regulations and policies of Divine Savior Catholic Elementary School in this handbook.

And finally, this handbook is so assembled that individual pages may be replaced as policies, etc, are adopted and changed, thereby saving time, energy, and natural resources. It is to be kept by your family throughout the years while your child(ren) is enrolled at Divine Savior Catholic Elementary School. The Board of Education and principal review the handbook yearly and amend it as needed. There will be bi-monthly newsletters during the year that will supplement this material. Communication on a regular basis helps to maintain a positive focus toward educating your child(ren). Through your support and cooperation, Divine Savior Catholic Elementary School can provide the best education possible for all students.

The Divine Savior Catholic Elementary School family hopes that you and your child will have a school year filled with promise and success by creating an open, caring and challenging environment for your child.

God Bless You and Your Family!

Gary Stepanek and the Divine Savior Catholic Elementary School Staff

# **DIVINE SAVIOR CATHOLIC ELEMENTARY SCHOOL**

## **MISSION STATEMENT:**

The mission of Divine Savior Catholic Elementary School is to provide a quality Catholic and academic education that fosters a life-long commitment to living the Word of God.

## STATEMENT OF NON-DISCRIMINATION

State Statute 111.321 Prohibited bases of discrimination; WANS Legal Handbook  
Safety Wisconsin Employees' Right to Know, P1-2

Divine Savior Catholic Elementary School does not discriminate on the basis of sex, race or national origin in the enrollment and participation of students or the employment of personnel.

## SCHOOL / PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school / principal retains the right to amend the handbook for just cause. Parents / students will be given prompt notification if changes are made.

## **Divine Savior Catholic Elementary School Faculty and Staff Listing**

Kathy Voland	Pre-School
Joan Nisler	Kindergarten
Amanda Johnson	First Grade
Diane Cherney	Second Grade
Tracy Schuler	Third Grade
Kris Tarnowski	Fourth Grade
Cathy Kees	Fifth Grade
Terri Huether	Sixth Grade, K-8 Phy-Ed, Gr. 5-8 Technology Gr. 6-7 Social Studies
Linda Jelinek	Seventh Grade, Gr. 6-8 Reading, Gr. 6-8 English
Martha Holst	Eighth Grade, Gr. 6-8 Math & Algebra, Gr. 6-8 Religion
Mike Lodes	Gr. 6-8 Science, Gr. 8 Social Studies
Debbie Sawyer	K-8 Music
Rob Holden	K-4 Technology
Janice Hannon	Art/Spanish
Kim Ertel	Student Services
Jennifer Stephany	Office Manager
Eileen Werdeo	Food Service Director/Head Cook (New Holstein Campus/Kiel Campus)
Duane Werdeo	Assistant Cook (New Holstein Campus)
Anne Klapperich	Assistant Cook (Kiel Campus)
Mike Winter	Maintenance New Holstein Campus
Fred Meyer	Maintenance Kiel Campus
Sarah Wagner	Custodian Kiel Campus
Mark Riesterer	Custodian New Holstein Campus

### Kiel Campus

Pre-school 3yr	Tuesday, Thursday	7:55 AM – 11:00 AM
Pre-school 4yr	Monday thru Friday	7:55 AM – 11:00 AM
Kindergarten – 4 <sup>th</sup> Grade	M, T, Th, F	7:55 AM – 2:50 PM
	Wed	7:55 AM – 1:50 PM

### New Holstein Campus

5 <sup>th</sup> – 8 <sup>th</sup> Grade	M, T, Th, F	7:55 AM – 2:50 PM
	Wed	7:55 AM – 1:50 PM

Shuttle buses leave for respective campuses at 7:45 AM.

Shuttle bus leaves from New Holstein campus at 2:50 PM M, T, Th, F and at 1:50 Wed.

Shuttle bus leaves from Kiel campus @ 2:40 PM M, T, Th, F and at 1:40 Wed.

Children staying after school for special projects are to be out of the building by 3:30 pm. They should have their parent's permission to stay after school for any reason. This is to ensure the safety of each student. Our school schedule is coordinated with the Kiel and New Holstein Public School Districts and their respective busing schedules.

Principal of Divine Savior Catholic Elementary School: Mr. Gary Stepanek

2011-2012 Board of Trustees Members:

Joe Zenk – SS. Peter & Paul Parish Director  
Mr. Gary Stepanek  
Tammy Wagner  
Bonnie Hebl  
Ken Turba  
Troy Ramaker  
Jennifer Tienor  
Tim Ehlenbeck

Board of Trustees meetings held the 4<sup>th</sup> Tuesday of each month, except July and December.

Home and School Association Officers:

Dan and Marcy Keuler	President
Dan and Marcy Keuler	Vice President
	Secretary-Treasurer

Athletic Association Officers:

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DIVINE SAVIOR CATHOLIC SCHOOL  
PARENT/STUDENT HANDBOOK

**ABSENCE**

If your child is absent from school, either call the school before 8:30 am and provide the child's name, grade, and reason for absence, or send a note with a brother or sister which should be turned into the office. The child needs a written note stating the reason for absence when returning to school. Parents who do not notify the school will be called. We need to be sure that the student is safe. It is expected that all schoolwork missed during a time of absence be made up within a time span designated by the teacher. Students who find it necessary to have a doctor or dentist appointment during school time will not be counted absent, if the time missed is less than 1 hour. They will be marked tardy when arriving late.

**ADMISSIONS**

Divine Savior Catholic Elementary School gives preference in admission to Catholic students of Holy Rosary parish, SS. Peter and Paul parish, and St. Anna parish; secondly, to Catholic students living outside the parish boundaries; thirdly, to non-Catholics. There shall be no discrimination against any students in admission or services because of race, color, creed, or national origin.

The Wisconsin Statutes state that the age for Kindergarten is five years by September 1<sup>st</sup>.

Unless a child was baptized at Holy Rosary Church, SS. Peter and Paul Church, or St. Anna Church, a baptismal record must be obtained from the parish where the child was baptized before the reception of sacraments.

**ALCOHOL / DRUGS / SMOKING**

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

**ANNOUNCEMENTS**

All announcements or information needing to get home will be sent with the oldest child in each family, unless otherwise requested. "**Parent Communication Email**" will be sent home on Wednesday or Thursday and we ask that you please read it over carefully. The principal must approve all information.

**ARRIVAL / DISMISSAL**

Students may enter the buildings at 7:30 AM on inclement weather days. Otherwise they are supervised on the playground until the bell rings at 7:50 AM. The school assumes responsibility for the students who ride buses, from the time they arrive in the morning until they leave on the bus at the close of the school day.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 7:30 AM. They are to leave the school grounds when school is dismissed. Parents / guardians are responsible for students who arrive and leave before and after these stated times. Dismissal time at Kiel campus is 2:50 PM (1:50 PM on Wednesdays) and at the New Holstein campus is 2:50 PM (1:50 PM on Wednesdays) with shuttle busing dismissals at 2:40 PM (1:40 PM Wed.) and 2:50 PM (1:50 PM Wed.) respectively from each campus.

## **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

## **ATHLETIC PROGRAM**

All students participating in sports or cheerleading must adhere to the Diocesan and local Board of Trustees policies and regulations.

Divine Savior Catholic Elementary School  
Athletic Code

(See Appendix A)

## **ATTENDANCE**

Regular attendance is essential to student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. It is expected that all schoolwork missed during a time of absence be made up within a time span designated by the teacher.

## **BAND**

Students in grades 5-8 may participate in band through the local public school district. A permission slip for student's participating in band will be required and kept on file for the entire year. Band lessons will be scheduled by the local school district.

## **BICYCLES**

Bicycles may be ridden to school, but must be walked on the school grounds during school hours and parked in the racks on the playground. School authorities are NOT responsible for damage done to bicycles or for the theft of such. Bicycles should be properly parked in the bike rack and should be locked.

## **BIRTHDAYS AND TREATS**

Often students who have summer birthdays don't have an opportunity to celebrate "in school". Students who have summer birthdays are encouraged to celebrate a HALF BIRTHDAY; for example July 14 on January 14. Families choosing to opt for this should let the office know so the child's name can be included in announcements, if given. Children celebrating birthdays are encouraged to follow the nutrition policy guidelines when providing treats. No gum as a treat. Birthday celebrations will be held in the afternoon after lunch.

## **BOARD OF TRUSTEES**

The Divine Savior Board of Trustees is a policy making body responsible for the operation and evaluation of the education programs in the school. The Board is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education. The Board meets monthly (except in July and December), usually the fourth Tuesday of the month at 6:30 pm. All meetings of the Board are 'open' except those designated as Executive Sessions. To be placed on the agenda you must submit your request to the board (co-)president(s) one week prior to the meeting.

## **BOOK CLUBS**

Teachers occasionally send home flyers to make students and parents aware of inexpensive books. Purchase is optional. When paying for Book Club orders, please make the check payable to the specific club. Example: Scholastic, Troll, Trumpet Book Club, etc.

## **BUSING**

Bus routes and stops are planned and established by Kiel and New Holstein Transportation. Parents who wish to make requests for changes in routes or stops should contact the bus company. Students and parents are encouraged to immediately notify the principal and / or the school district or bus company of any safety hazards that they have observed during bus operations. For a complete list of busing guidelines, contact the appropriate school district in which you reside.

See Appendix B for Bus Rules and Regulations.

## **CAFETERIA**

Lunch will be served approximately from 11:15 AM to 11:50 AM at the Kiel campus and approximately from 11:50 AM to 12:20 PM at the New Holstein campus. A nutritious meal is prepared each day. Students are encouraged to take advantage of this service.

The weekly costs of meals are established at the beginning of the school year. Individual meals can be purchased by contacting the Food Service Coordinator or school office. Payment can be made on a weekly or monthly basis. Place the money in an envelope labeled with the FAMILY NAME and the NAMES OF THE CHILDREN. Children who eat cold lunch may purchase milk at the school. The price for a carton of milk is set at the beginning of each school year. Parents / guardians are invited to have lunch with their children whenever they are able. They are charged the adult meal price. Pre-school meals are the same price as K-4 student price. A monthly menu is sent home in the communication envelope. Parents are strongly discouraged from bringing fast food for their children for lunch.

Divine Savior Catholic Elementary School participates in a Federal Free and Reduced Lunch Program. Parents who meet the federal income guidelines may qualify for free lunch or lunch at a reduced cost. Families may qualify at any time throughout the school year and can receive an application by requesting one from the principal.

## **CANCELLATION/DELAYED OPENING OF SCHOOL**

Cancellation/Delayed Opening of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrator are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including radio, TV and phone. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

The Kiel District / New Holstein School District policy on school closing will be followed. The announcement will be made over the local radio and television stations between 5:00 am and 6:30 am. The following stations will announce school closings / delays:

KFIZ-1450 AM & K-107 FM – Fond du lac

WGEE-1360 AM & WIXX-101 FM – Green Bay  
WHBY-1150 AM & WAPL-105 FM – Appleton  
WHBL-1330 AM – Sheboygan  
WGBA-26 NBC  
WBAY-2  
WFRV-5  
WLUK-11(FOX)  
Cablevision-Public Information Channel

Because of Divine Savior's dual campuses and busing, if one campus/school district is closed, both Divine Savior campuses are closed. In cases of delayed opening, parents should follow the directives for their busing district.

### **CHANGE OF ADDRESS / PHONE NUMBER**

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address and phone number record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

### **CHILD ABUSE LAWS**

Wisconsin law (Child Abuse and Neglect Act, Section 48,981 of the Children's Code) specifies that **all education personnel are mandated reporters of suspected child abuse and neglect**. If there is reasonable cause to suspect that a child has been abused and / or neglected or has been threatened with an injury, the following procedures are followed:

- Report the suspicion immediately to the County Department of Social Services or the police department.
- Notify the administrator as soon as possible.
- The administrator or designee may notify the parents that a report has been made. If the abuser is a parent, discretion should be used.
- If the alleged offender is an employee of the school / parish, the administrator or designee notifies the Director of Total Catholic Education or the Consultant for Child and Family Services at the Diocesan Department of Education as soon as possible. (For further information refer to the Diocesan publication entitled "Our Promise To Protect: Policies On Appropriate Conduct," 2005.)

### **COLLECTIONS**

No money may be collected for any purpose unless approved by the administrator, and / or Pastor, and / or Board of Trustees. Fundraising is approved by the Board of Trustees. Book Clubs are permitted through the classroom teachers.

### **COMMUNICATIONS**

A newsletter containing items of interest to parents and students will be distributed (usually on Wednesday or Thursday) at least bi-monthly.

Announcements to be made or to be posted are done with the consent of the school administrator. We request that any announcements you wish to have made be brought to our attention by 12:00PM Tuesday, prior to the newsletter distribution. If you have any materials for the newsletter, please send them to the office if possible at least one week prior to newsletter publication. All enclosures in the newsletter are reviewed and must be approved by the administrator.

## **CONFERENCES**

Parents / guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal telephone calls or conferences with the teacher after school. Do not wait for a problem to develop to express concern or seek advice or assistance.

Teachers will not be called to the telephone during a school day, since their primary responsibility is the education and supervision of their students. Messages will be taken and relayed to the respective teacher to be dealt with during a non-teaching or non-supervisory time. Emergency needs are an exception.

A parent / guardian with a concern that deals with the principal should contact him / her through a note directed to him / her, or by personal telephone call. A conference can then be scheduled.

When a concern needs to be discussed, a conference is a way to insure that sufficient time is given to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed. However, it may allow the time to set up a conference when needed.

School staff wishing to speak to the parent / guardian will send a note, and / or make contact by phone when desiring to speak about your child's accomplishments or progress.

At the end of every nine-week period, the parents of each child will be given a progress report including the child's progress. The report cards are marked according to the Diocesan guidelines. Samples of your students work are sent home at intervals determined by the teacher. Mid-quarter reports are sent home to be signed by the parent and returned to the teacher. Mid-quarter reports will be optional at the teacher's request. Conferences are scheduled two times a year. Conferences afford parents, as well as the teacher, the opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and the teachers feel are realistic and appropriate for the child. Parents are required to attend Fall conferences. Students are encouraged to attend as well.

## **COUNSELORS**

Counselors are not available to our school. The Diocese of Green Bay offers these services through Catholic Social Services and their satellite offices.

## **CURRICULUM**

As a basis for our Catholic education, all students are involved in Religion classes and class celebration of the liturgy. The subjects taught are as those required by the Diocese of Green Bay. The suggested Diocesan time allotment is followed as closely as possible.

## **DETENTION**

Detention during/after school may be used as a means of discipline for students in Grades K-8. Reasons for detention are poor attitude, disturbing class, disobedience, disrespect, consistent unexcused tardiness, unexcused absence, excessive talking, failure to complete class work, and other serious infractions of Christian living.

## **DISCIPLINE**

Catholic school discipline is considered an aspect of moral guidance. Its purpose is to guarantee that every student has a good learning climate, free of disruptive activity. We

believe that every student can behave appropriately and that no student, by misconduct, should stop a teacher from teaching and / or a student from learning. Normally it is the function of the classroom teacher to handle student behavior problems. If a serious problem should occur, the teacher will inform the principal first, and then the teacher will notify the parents. We expect parents to cooperate in their adaptation, application and / or sanctions. The principal has the right to suspend from and / or place students on probation from extracurricular activities for violation of school rules.

### **DOCTOR AND DENTIST APPOINTMENTS**

Parents / guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written excuse must be on file. Parents / guardians must report to the school office to sign out their child / children for departure and must sign in upon return. This procedure is for the safety of the student and is not meant to be an inconvenience for the parent.

### **DRESS CODE**

Students are to be dressed and groomed appropriately so as to contribute to a positive learning environment. Any type of clothing or grooming which is considered disruptive by school staff will not be permitted. All school clothing must be consistent with Christian modesty, neatness and cleanliness. Pants (slacks and jeans) in torn and/or ragged condition, metal studs, or sized inappropriately may not be worn. Dresses, skirts, culottes or skorts must be modest in length and fit. Sundresses and other tops with spaghetti straps, or tank tops must have a shirt underneath it. All tops must be long enough so the top and pants do not separate at the waist. Printing on shirts and tops must be in good taste as determined by school staff. Make-up / cosmetics are permitted for students but must be used in moderation and not be distracting to the classroom / school learning environment. For safety and health reasons, sandals / flip-flops are not allowed to be worn (unless a special dress day is designated). All shoes must have a closed toe and back. Socks / stockings are to be worn at all times. Hats / caps are not to be worn at any time in school during school hours (unless a special day is designated). During wet weather and in the winter everyone is encouraged to wear boots. An extra pair of shoes may be kept at school to change into after recess. Gym shoes are required for physical education classes. They should be shoes that fit and that do not leave black marks.

Liturgy Days – Students should wear **APPROPRIATE DRESS CLOTHES**. Jeans are not permitted.

Shorts may be worn from the beginning of the school year up to October 31 and after April 1. They must be modest in length. Shorts are not permitted to be worn to any liturgy or any other service. The students may change into shorts after mass / services. The dress code and appropriateness of clothes, jewelry, etc. will be enforced by the principal and / or teacher. The Board of Trustees gives the principal the right to make judgment decisions when a question arises pertaining to questionable dress code attire.

#### **Dress Code Policy Violation:**

First Offense>Divine Savior Staff will provide a verbal warning.

Second Offense>Divine Savior Staff will provide a written violation warning slip which will need to be signed by the student and filed in the school office. A note of the dress code violation will also be conveyed verbally or in writing to the student's parents.

Third Offense>May result in the student receiving a service assignment or detention to be carried out after school. Notification to the parents will be given and parents will be responsible for the transportation of their child home.

## **EMERGENCY INFORMATION**

In case of an emergency every parent / guardian is required to provide the school office the following information:

- Parent(s) / guardian(s) name(s).
- Complete up to date address.
- Home phone and parent(s) / guardian(s) work phone number.
- Emergency phone number of relative or friend.
- Physician's name and phone number.
- Insurance / Medical alert information.

The emergency card is important to keep up to date. If you move, change telephone numbers, jobs, doctors, or pick different caregivers, please notify the office so that the latest information can be recorded.

Parents / guardians may indicate the names of persons (not more than three) to whom their child(ren) will be released. No other person will be given the right without the parent / guardian changing the form.

## **EMERGENCY PROCEDURES**

Emergency procedures for:

- Fire (Fire Drill)
- Tornado (Tornado Drill)
- Bomb Threat
- Hazardous Spills
- Crisis Situation

The procedures are all on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in every classroom.

## **EQUIPMENT USAGE**

Our school has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to use or handle equipment unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

## **EXCUSES**

If a student is absent from school, the parent is required to write a note to the classroom teacher. The following reasons require a written excuse:

- Absence
- Early arrival or dismissal
- Tardiness
- Leaving school grounds during school hours
- Change in transportation
- Vacations outside of scheduled times

If you need to call to excuse a child, please do so before 8:30 am. If your child is not excused, you will be called to find out where your child is as a safety precaution.

## **EXPULSION**

Expulsion procedures begin with suspension by the administrator with a recommendation for expulsion. This removes the student from school until the recommendation to expel is acted upon. The administrator notifies the student and parents/legal guardians of the suspension with recommendation for expulsion and the specific charges in writing. The student and parents/legal guardians are also notified of their right to appeal to the Board

of Trustees in writing within five days of the recommendation for expulsion action. The period of five days may be extended at the discretion of the local administrator or board based on the inability to contact the parents/legal guardians in those five days. If the student or parents/legal guardians fail to appeal the recommendation for expulsion, it is considered a withdrawal from the school and the public school administrator will be notified. The notice shall also include that the expulsion will take place automatically if there is no appeal.

- A) The administrator informs the Pastor and Board of the suspension with recommendation for expulsion.
- B) If the student or parents/legal guardians file a petition for a hearing within the prescribed time (five days) the hearing shall be set as soon as possible and practical. The Board of Trustees or designated representative shall conduct the hearing. The student and parents/legal guardians are informed of the date, time, and place of the hearing and of their right to an open or closed hearing.
- C) At the hearing the following procedures shall be followed.
  - 1) The administrator states the reasons for the recommendation for expulsion and provides the documentation.
  - 2) The student and / or parents/legal guardians present their case.
  - 3) The hearing panel then asks whatever questions are necessary to their understanding of the facts and circumstances. Cross examination is also allowed.
- D) When the hearing panel decides it has enough information to make a decision, the panel goes into executive session to decide. The student, parents/legal guardians, and administrator are informed of the decision in writing.

### **FIELD TRIPS**

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly supportive of the curriculum. At Divine Savior Catholic Elementary School teachers are encouraged to participate in a minimum of one field trip experience per year.

Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have approval of the principal before any preparations are made.

Guidelines for field trips are as follows:

- A) Teachers are to submit to the principal a field trip request detailing the educational purpose of the trip.
- B) Expenses are to be paid by the students.
- C) Parents are informed by letter as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
- D) No student may participate in a field trip without a signed permission slip.
- E) Transportation arrangements must be made through the school office. Bus transportation is required for all field trips. Exceptions to this requirement must be cleared with the principal.
- F) The teacher is to arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students. Adults should be briefed as to the responsibilities and expectations. Chaperones must have completed the Virtus training
- G) If necessary, the teacher is to arrange with the principal for the supervision and work of students who do not accompany the class.

- H) The teacher is to have a plan for emergencies in case it is needed. He/she should be aware of special needs or medications of students.
- I) The teachers are to inform the office when the class is leaving for the field trip and also when the class has returned.

See Appendix C for the Field Trip Form.

### **FINANCIAL ASSISTANCE**

Tuition assistance is available through Divine Savior School. Assistance forms may be obtained upon request from the school office. A family who needs financial assistance may apply for partial assistance by completing the tuition assistance application form and submitting it to the principal by September 15<sup>th</sup> of the current school year. All tuition assistance / scholarship amounts are dependent upon the student maintaining academic progress during the school year and the maintaining of appropriate levels of conduct / behavior. Payments are credited to the individual student accounts in the month of May.

### **FINES**

Student fines may be assessed for the following instances:

- >The minimum fine for gum chewing is \$.50 per incident. Gum chewing can create health and maintenance problems. It is not allowed on the school premises at any time.
- >Snowball (ice ball) throwing carries with it a minimum fine of \$.50 per incident.
- >Damage done to textbooks will be fined from \$.25 to the cost of replacement of the book. Students are to keep their books free from writing/scribbling on the edges, in them, and from excessive wearing.

### **FIRE AND TORNADO DRILLS**

State Law requires that fire drills be held nine (9) times a year with the exception of inclement weather. Tornado drills are held at least once a year. Signs are posted in each classroom and gathering area of the school indicating the route to be followed to safety.

### **FIREARMS, WEAPONS, DANGEROUS OBJECTS**

Firearms, weapons, and other dangerous objects are not permitted in school. The possession or use of such by employees, volunteers or students is not permitted in the buildings or on the playground.

### **FIRST AID**

All injuries and illnesses must be reported to the teacher and/or supervisor on duty. Simple first aid will be administered by school staff when necessary. Parents/legal guardians will be called for serious injury or illness. Medication will be given only under doctor's orders and written parental permission. All medication, including aspirin, must be kept in the office and given as needed during school hours.

See also: Medications.

### **FUND RAISING**

Fund raising shall be limited to activities approved by the Board of Trustees.

Approved Fundraisers are/have been:

- Scrip Program
- Green Bay Packer Concession Stands
- Magazine Sale
- Apple Pie Sale
- Candy Bar Sale
- Kringle Sale
- A Knight of Creative Crusades – Talent Auction

## **GRADING SYMBOLS**

During the development of the marking codes for Grades 5-8, numerical equivalent for the respective letter grades was developed. The following guidelines are to be followed:

93-100:	A / A-
85-92:	B+ / B / B-
75-84:	C+ / C / C-
68-74:	D+ / D / D-
67<:	F

Other codes are used on the individual report cards.

## **GUEST SPEAKERS-GUEST PROGRAMS**

Guest speakers and programs enhance the curriculum as well as expand horizons, opportunities and experiences. All guest speakers and programs must be arranged in consultation with the administrator. Calendar dates must be approved by the office and cleared on the master calendar.

## **HEALTH**

Individual health records are kept on file for each student. Any student who does not have one will be expected to present such a record to the school office. The school does take advantage of health services offered by the Manitowoc County Health Department and Calumet County Health Department. These may include but are not limited to weight, height, hearing, vision, and scoliosis screening.

## **HOME-SCHOOL ASSOCIATION**

All parents/legal guardians are members of the Home-School Association. They are encouraged to become active participants in this important organization. The Home-School Association is a way of integrating the goals of home and school for the benefit of the children. All parents/legal guardians, interested grandparents and parishioners are cordially invited to attend the meetings.

The Home-School Association has meetings three or four times a year. Members are notified in advance of the meeting date, time, and place.

Each year the Home-School Association may sponsor several money-making events/projects. These funds allow the Home-School to support many important activities at the school.

## **HOMEWORK**

Homework is an important extension of the teaching / learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed. It is understood that class work must frequently be supplemented with assignments if it is to be understood and retained. Homework takes on various forms: projects, vocabulary or spelling words, enrichment work, etc. Homework policies are as individual as students and teachers. Weekends and vacations would normally be free of assigned work, however it is sometimes necessary to assign homework or test preparations over a weekend. Suggested length of homework: Grade 1-2, one-half hour; Grade 3-5, one hour; and grades 6-8, two hours.

## **HONOR ROLL**

The Honor Roll is a special recognition for academic achievement in grades 5 to 8. It is based on the total grade point average of all assignments / tests for the preceding quarter and is posted four (4) times a year. The A Honor Roll is a G.P.A. of 3.5 and above. The B Honor Roll is a G.P.A. of 3.0 – 3.49.

## **HOURS – OFFICE**

Kiel Campus: Mon – Fri 7:30 AM – 3:30 PM

New Holstein Campus: Mon – Fri 7:30 AM – 3:30 PM

The above hours are while school is in session. Special times are scheduled prior to school starting in August and after dismissal in June.

## **ILLNESS OR INJURY**

In case of an illness or injury a child will be cared for temporarily by a member of the school staff. Simple first aid will be administered only. If emergency medical treatment is necessary and parents / guardians or the emergency contact person cannot be reached, the school will call 911.

## **IMMUNIZATION**

All students of Divine Savior Catholic Elementary School must have their immunization form on file in the school office. Notification to the school when immunizations are updated is required. All immunizations must be current. State law requires all students to have their required age appropriate immunizations before they can attend school.

## **INSURANCE**

Divine Savior Catholic Elementary School does not provide any type of health or accident insurance for injuries incurred by your child at school. Parents should check their personal insurance carriers for coverage.

## **KINDERGARTEN**

Children entering kindergarten are required to be five (5) years old on or before September 1 for the school year in which they are enrolling. Registration and kindergarten screening takes place in the spring.

## **LEAVING CAMPUS**

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parent and without being “signed out” by an adult.

## **LIBRARY**

Students may check out books for two (2) weeks at a time with the option to renew. To help instill responsibility, students with overdue books will not be able to withdraw more books until the overdue books are returned. Fees may be assessed for overdue, damaged, lost books/materials, etc.

## **LITURGY**

As liturgy is central to our faith, our students and faculty participate in liturgies weekly. Children take part in the planning of our liturgies. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

Kiel Campus Mass Schedule: Generally Tuesday at 8:15 AM

New Holstein Campus Mass Schedule: Generally Friday at 9:30 AM

### **LOCKERS / DESKS**

Students are expected to keep their lockers / desks orderly. Students are considered co-tenants of their lockers / desks; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary.

The school cannot be responsible for valuables left in lockers / desks.

### **LOITERING**

Students should leave the school and school grounds promptly after classes or activities are dismissed.

### **LOST OR STOLEN ITEMS**

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items which they would not like to have broken, since the latter may happen by accident. Clothing items should be labeled with the child's name. Items found will be placed in a designated lost-and-found area by the school office at each campus.

### **LUNCH/MILK**

Hot lunch is provided through the federal hot lunch program. When the designated lunch area is being used for a special function, lunch is generally eaten in the classrooms. The school Food Service Coordinator handles all the paperwork and fees. Milk is included in the hot lunch fee. Students who eat cold lunch may purchase milk for the day. Students in the upper grades will be scheduled to clean up after lunch each day. Meals can be purchased by the month, week, or days. Credit due because of days absent, etc. will be sent home in the parent communication envelope unless noted otherwise. Lunch menus are sent home on a monthly basis in the communication envelope. The cost of lunch will be provided on a monthly basis as well. Please make checks payable to Divine Savior Catholic Elementary School. Place money in an envelope with the child's name, grade, and amount enclosed.

### **MEDICATIONS**

No medication shall be given to a student by any school personnel unless written instructions for dispensing the medication, along with written authorization from the parent / guardian authorizing school personnel to give medication in the dosage prescribed, is given. In order for school personnel to dispense the medication, parents must complete a "Medication Consent Form". All medications should be in their appropriate container. (Over the counter medicines, ie. Aspirin, cough drops, etc.) See Appendix D for Medication Consent Form.

### **MILK / SNACK**

Morning milk is available for those who wish it. The cost of the milk is per semester or per year and is determined at the beginning of the school year and at the semester (if needed). There are no refunds for absences or times that do not allow for a break. A healthy snack, such as fruit, raw vegetables, or popcorn, may be eaten at this time. No candy is allowed.

## **PARENT GRIEVANCE PROCEDURE**

If parents have a grievance to register, the following procedure shall be followed:

- A) Parents confer first with the teacher if the grievance is against the teacher. If not satisfied, confer with the Principal. (Suggestion: teacher, parent and student present.)
- B) Parents confer first with the Principal if the grievance is against the Principal. If not satisfied, confer with the pastor.
- C) If not satisfied, the parent may appeal to the local Board of Trustees.
- D) In appeal to the local Board of Trustees, the following procedures shall be followed:
  1. The appeal must be written and must:
    - a) Identify the person against whom the grievance is filed.
    - b) Identify the specific grievance to be heard in the appeal.
    - c) A copy of the appeal must be given to the person against whom the grievance is being filed.
  2. The Board of Trustees shall decide whether or not to hear the grievance appeal based on three questions:
    - a) Were the prior procedures (A and B above) attempted seriously?
    - b) Does the matter of the grievance have the gravity to require hearing appeal?
    - c) Is there documentation? (This includes subject matter, dates, and signatures of the involved parties.)

## **PARENTS / GUARDIANS ENTERING THE SCHOOL**

Any parent / guardian entering the school building during school hours are asked to first report to the school office. This is to ensure the safety and protection of you, your child, and the school. If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety. If the child is to be picked up during the school day due to illness or an appointment, the child is to wait in the secretary's office. The parent / guardian must sign out the child.

## **PARTIES**

Parties for special occasions may be scheduled by the staff through the administration. Parents may be asked to assist in some way.

## **PETS**

Pets of any kind are ordinarily not allowed in school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

## **PHYSICAL EDUCATION**

All students are expected to participate in the physical education program. Only those with a doctor's statement and / or written request from the parents will be excused from this class. A physician's statement is required if more than two (2) consecutive classes have no or limited participation. Gym shoes are required for class. An inexpensive pair can be purchased so that they can remain in school.

## **PICTURES**

Student pictures are scheduled in the fall. Every student will get his picture taken, as these pictures are used in the school record, class picture, and annual yearbook, but purchase of any photo package is optional.

## **PLAYGROUND**

Rough play (in the judgment of the teacher or adult supervisor) is not allowed. Permission is needed from the adult supervisor on duty if a student needs to use a restroom, and then the student must immediately return to the playground. A written pass / note from the teacher to the supervisor / Principal in the lunchroom is needed if the student is going to work on a project or homework in the classroom.

See Appendix E for Playground Rules.

## **POLICIES**

The Divine Savior Catholic Elementary School Board of Trustees and the Green Bay Diocesan policies are available upon request for anyone wishing to read them.

## **PROGRESS REPORTS**

At the end of every nine-week period, the parents of each student will be given a progress report indicating the student's progress. Samples of the students work and / or a summary will be sent home at intervals. The report cards are marked according to the Diocesan guidelines.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are base on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), principal and any other personnel involved with students.

## **RECESS**

All students need time for fresh air and have an outdoor recess after noon lunch weather permitting. Students in kindergarten through grade 4 have a morning and afternoon recess on days they do not have PE. Students are to remain outside during the assigned times. There is not to be any re-entering the building once the students are outside, except for urgent reasons. Students too sick to take part in outdoor recess are too sick to be in school. If a child is able to come to school, he / she will be well enough to be outside.

## **RECORDS**

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports and / or public school report cards, attendance records, kindergarten screening and standardized test results. A parent / guardian wishing to review this file must give a 24 hour notice by way of a written request and set an appointed timed with the principal to review the file.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **RELIGIOUS INSTRUCTION**

Religion is taught in each classroom. Students plan and participate in liturgy. Sacramental preparation is a parish responsibility and is coordinated with the parish

religious education administrator. Religious instruction follows the guidelines for Religious Education outlined by the Diocese of Green Bay.

### **SCHOOL ACTIVITIES**

Band (Grades 5-8)      Mass Servers (Grades 4-8)      Safety Patrol (Grades 7-8)  
Basketball A-C Teams      Cheerleading (Grade 8) (Grade 7 if needed)  
Volleyball (Grades 5-8)

See Appendix F for Safety Patrol Guidelines.

### **SCHOOL SERVICES**

#### *Special Education Programs/Services*

Students and families of Divine Savior are eligible to receive evaluation/assessment services for special education, speech, and reading programs through the Kiel and New Holstein School Districts.

#### *Speech Services*

Students with identified speech/language concerns may receive direct in-school services from the Kiel and / or New Holstein School District speech therapist.

#### *Reading Support Services*

Students may be evaluated to determine if they would benefit from a specialized reading program.

#### *Special Learning Programs*

Students who might be experiencing learning difficulties can be evaluated by the special education procedures of the Kiel and / or New Holstein School District. Students with identified learning needs may receive an individualized program that will be utilized by Divine Savior staff to support the student.

### **SCHOOL SPIRIT**

Team Name:              Divine Savior Knights  
Colors:                      Silver and Black

### **SCHOOL SUPPLIES**

A supply list is provided in the Spring for the next school year.

### **STANDARDIZED TESTING**

Students in grades 3 to 8 will take Measures of Academic Progress (MAP) tests three times a year. The testing schedule complies with the Diocesan and State regulations regarding testing. Results of these tests are used by the school in evaluating and planning curriculum. Individual student test results are given to the parents to discuss during conferences. Copies of individual student results are placed into individual student permanent record folders. Specialized testing is available through the district for students with special concerns and needs.

## **SUPERVISION**

Supervision of students begins at 7:30 AM and ends at 3:00 PM.

## **SUSPENSIONS / EXPULSION**

There are two general situations which may lead to suspension or expulsion; both must be verified by evidence:

- 1) When the moral or physical well being of the student body or staff is endangered.
- 2) When there is prolonged and open disregard for school authority.

*Suspension* is of a temporary nature and will be used only until the reason for the suspension is removed.

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

Students shall be aware of school rules and regulations and shall always be told of the offense for which they are being punished. All school rules shall be published. Students and parents shall be made aware of the published rules. The teacher may recommend suspensions, but it is the decision of the principal after conferring with the teacher and student to make the final decision. A pupil may be suspended in school for no more than three (3) school days, or if a notice of an expulsion hearing has been set, for not more than a total of five (5) consecutive days. Parents will be notified by the principal of any in-school suspension that a student may receive. A student given an in-school suspension is not allowed in the classroom during the school day, but is expected to spend the day in school with supervision by the principal or someone appointed by the principal. The student comes to school early and gets all assignments for the day from the classroom teacher. The student will work alone for the day, including recess and lunch. In-school suspension may result in a conference with the parents, student, teacher and principal upon completion of the one to three day suspension.

In-school suspension is given for one or more of the following reasons:

- 1) Disrespect for any school personnel or adult.
- 2) Disruption of class instruction
- 3) Endangering the safety of others.
- 4) Frequent unexcused tardiness.
- 5) Leaving school grounds without principal/secretary's permission.
- 6) Refusal to observe school rules.
- 7) Use of bad language.
- 8) Violation of dress code regulations.
- 9) Consistent late assignments.

To suspend a student, the school must follow these procedures:

- 1) Advise the student prior to the suspension of the reason for the proposed suspension.
- 2) Make a determination that the student is guilty of the violation charged, AND that the suspension is reasonably justified.
- 3) Give prompt notice to the parent of the suspension and the reasons for it.
- 4) Provide the student with an opportunity to take any examinations missed during the suspension.
- 5) Afford the student and parents an opportunity for a conference with the principal within five school days following the beginning of the suspension.

The procedure for due process is:

- 1) The student must be given oral or written notice of the charges; that is, told what he/she is accused of doing.
- 2) The student must be given an explanation of the evidence the school or program authorities have. In other words, the student is entitled to know the basis for accusation.
- 3) The student must be given an opportunity to present his/her side of the story before the suspension.

The student's pastor and Board of Trustees must be informed in confidence of all out of school suspension actions including an explanation of charges.

### **TARDINESS**

Any child who arrives at school after 8:00 AM is considered tardy. A late bus does not make a child tardy.

### **TELEPHONE CALLS**

*Faculty:*

Communications with the principal and teachers are encouraged. However, teachers are teaching between 7:50 AM and 3:00 PM. They may not leave their classrooms to receive a phone call. You may call the school to leave a message for the teacher. The teacher may then return your call at his/her convenience.

*Students:*

Only extremely important messages may be delivered to a student during school hours. Students will be allowed to use the telephone only if it is extremely important.

There is a cost of \$.25 per local phone call. Long distance calls may be charged at the going rate.

Permission to go to a friend's house, go to a game, get a haircut, etc. does not constitute an emergency. Such permission should be given BEFORE the student leaves for school in the morning.

### **TEXTBOOKS**

Students are responsible for loss, damage, and undue carelessness to their books. All books and supplies carried home MUST be in a plastic bag, backpack, or book bag. Books requiring replacement are charged the publisher's price or the used book supplier's price, if available. All textbooks need to be covered.

### **TRAFFIC**

The parking lot is used as playground area during school. We ask you not to drive on or park in the lot especially from 7:30 AM to 8:00 AM or when school is in session. You may use the parking lot at dismissal time; however, remember that young children are very spontaneous. We ask you to watch for students as they leave school.

Kiel Campus – When dropping off students in the morning on 5<sup>th</sup> Street, parents should use the school side of the street.

New Holstein Campus – Drivers / parents should not drive in to the parking lot from 7:30 AM to 8:00 AM and when children are present. Drivers / parents should not park in the bus drop off and pick up areas.

### **TRANSFER**

When transferring to another school, records will be issued upon receipt of a written request from the new school.

## **TRUANCY**

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent / guardian of the absent student.

(Section 118.16, section 1c, WI Stats.)

Any child determined to be truant will be responsible for all work missed and all time missed. The student must complete and hand all missed work in within two (2) school days of truancy. The missed time will be made up at the discretion of the principal.

A school day is considered six hours of class time. A student who is making up truancy work or time will not be able to participate in extra curricular activities until such work and time are satisfactorily completed.

## **TUITION**

Tuition is set by the Board of Trustees. See Appendix G.

Families requiring tuition assistance should contact the principal/pastor concerning this confidential matter and fill out the appropriate form. Any tuition assistance or tuition credits will be credited the month of May.

Tuition is re-evaluated yearly by the Board of Trustees.

See: Financial Assistance

## **VACATIONS**

We encourage parents / guardians to plan vacations when school is not in session. However, we realize that this is not always possible and we request that:

If a vacation requires a child’s absence from school, the matter should be discussed with the office and the child’s teacher well in advance of departure. A pre-excused absence must be secured from the office. A written note must also be sent to the office. It is not sufficient to just notify the classroom teacher. Attendance is verified in the office.

## **VANDALISM**

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that restitution be made by the student(s) according to the terms determined by the school principal.

## **VALUABLES AND CLOTHING**

School authorities are NOT responsible for missing money, clothing, foods, toys, etc. Boots, mittens, and supplies should be plainly marked. Please encourage your children not to bring money to school, unless it is requested through special memo from the teacher, principal, pastor, or Board of Trustees.

## **VISITORS**

Any person entering either campus building during school hours MUST first contact the office and obtain permission from the principal / secretary to carry on his/her business. This is to insure the safety of your children and to keep classroom disturbances to a minimum. Please do not visit classrooms without checking in at the office and / or during instruction.

## **VOLUNTEERS**

Divine Savior Catholic Elementary School would find it very difficult to operate without volunteers. Your services as a valuable volunteer will be asked for throughout the year. Please be generous with rendering helping hands. Many hands make the job easier.

## **VIDEOS IN THE CLASSROOM**

Occasionally faculty will select a commercial video tape/DVD to highlight or expand on a subject or topic being covered in the classroom. If the video tape/DVD has a rating other than "G", the teacher will send a notice home with the student giving the title of the film, its rating, and information about the use of the video in the classroom. Parents have the right to request that their child not be permitted to see any commercial classroom video without penalty to the student.

See Appendix H for Movie Permission Form.

# APPENDIX

## A

Athletic Code

# APPENDIX B

Bus Rules & Regulations

# APPENDIX C

Field Trip Form

# APPENDIX D

Medication/Consent/Liability Waiver

# APPENDIX E

## Playground Rules

# APPENDIX F

Safety Patrol

# APPENDIX G

Tuition

# APPENDIX H

Video/Movie Permission Form

# APPENDIX

## I

### Technology/Acceptable Use Agreement Form

# APPENDIX J

Parent (Handbook) Agreement Form

# **Parent Agreement Form**

Please complete the following and return within one week of distribution of the hand book.

As the parent (s) / guardian (s) of \_\_\_\_\_, I have read the Divine Savior Catholic Elementary School Hand book. I understand the purpose and content of the hand book.

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

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

Date \_\_\_\_\_