



2019-2020

PARENT  
AND  
STUDENT  
HANDBOOK

# Our History

The city of Port Washington has had a Catholic school since the original was first established in 1853. The school was the mission of the first resident pastor, Father F.X. Sailer. For the first two years of its existence, lay men taught at the school. In 1855, the School Sisters of Notre Dame assumed the teaching until the school closed between 1857 and 1863. For the next seven years, the teaching duties were handled by the Sisters of the Dominican Motherhouse in Racine followed by the Agnesian Sisters. In 1870, the School Sisters of Notre Dame returned.

When the school was first established, the first classes were held in various buildings, including one built specifically for the school in the late 1860s at a cost of \$7,000. The present school was constructed in 1916 at a cost of \$60,000. The pastor at the time, Monsignor Peter Hofeltz, asserted that if the construction had been delayed another year, the cost would have doubled due to the war. The current St. Mary's school building has undergone a number of expansions and remodels since it was built to adapt to the changing needs of enrollment and modernization.

A second Catholic school in Port Washington was established in the mid-1960s at St. Peter's Parish. Both schools had students enrolled from 1<sup>st</sup> to 8<sup>th</sup> grade. St. Mary's offered classes from kindergarten through 10<sup>th</sup> grade. As enrollment declined in the mid-1980s, the schools combined to form Port Washington Catholic School. The Lower Campus provides Catholic education for grades Pre-3 – 4<sup>th</sup> grade and the Upper Campus acts as the middle-school with 5<sup>th</sup> through 8<sup>th</sup> grades. In the early 2000s, Immaculate Conception in Saukville also joined the Port Catholic umbrella.

More recently, St. Mary's, St. Peter of Alcantara, and Immaculate Conception formed a tri-parish cluster with the intent of eventually forming one parish. In July, 2016, this came to fruition and the three parishes merged into a single parish called St. John XXIII Catholic Parish. As part of this merger, the parish incorporated Port Catholic under its wing. The school now has the same name as the newly formed parish. Port Catholic School is now St. John XXIII Catholic School.

During the 1800s, the school worked very closely with the public school district to ensure a consistent and quality education for all children of Port Washington. Money was provided from the public school fund to support the Sisters in their effort. It was one of the last remaining unions between parochial and public schools in the country. While the monetary relationship ended around 1884, Port Catholic and the Port Washington – Saukville School District continue to have a strong relationship and commitment to provide the best learning options for all children. Currently, St. John XXIII Catholic School is a K4 site for the district.

Today, St. John XXIII has 15 dedicated instructors providing an excellent faith-based elementary and middle-school education to 160 students at one location, located at 1802 N. Wisconsin Street. St. John XXIII Catholic School functions as the parochial school option for students in northern Ozaukee County.

# St. John XXIII Catholic School

## 2019-2020 Calendar

- Finance Committee Meets 2nd Monday of every month at 5:00 PM
- School Advisory Committee Meets 2nd Tuesday of every month at 5:30 PM
  - Home and School Meets 3rd Tuesday of every month at 7:00 PM
  - Mass is every Tuesday at 9:00 unless otherwise noted below

<b>August</b>	
Wednesday, August 21	Teachers return for Professional Learning
Thursday, August 29	Meet and Greet and Supply Drop off 3:00-6:00 PM Back to School BBQ at 5:00 PM
<b>September</b>	
Monday, September 2	No School   Labor Day
Tuesday, September 3	First Full day of School for Pre-3, 1st-8th Grade Back to School Mass K5- Half days ONLY this week- (No Lunch, Dismissal at 11:35) K4 Split Start Group A
Wednesday, September 4	K4 Split Start Group B
Thursday, September 5	K4 Regular Start
Monday, September 9	K5 First Full Day   School Assembly
Tuesday, September 10	School Communion Service SEE Training 6:00 PM
Friday, September 13	5th - 8th Grade Retreat to Camp Minikani
Monday, September 9 - Friday, September 27	i-Ready Testing
Wednesday, September 18	SEE Training 6:00 PM
Thursday, September 19	Picture Day - Pre-3 - 8th Grade
Friday, September 20	1st - 4th Grade Retreat to JCC Rainbow Camp
Tuesday, September 24	Parent Info Night 6:00 PM
Wednesday, September 25	Early Dismissal at 11:35 for K5-8th grade

	PM Professional Learning for Teachers
<b>October</b>	
Tuesday, October 1	School Assembly
Thursday, October 3	Parent & Child Sacrament Meeting 2nd Graders at St. Peter's 6:00-8:00 PM (Option 1)
Wednesday, October 9	Parent-Teacher Conferences 4:00-7:00 PM
Thursday, October 10	No School for Students: Parent-Teacher Conferences 8:00 AM - 1:00 PM
Friday, October 11	No School for Students: Professional Learning for Teachers
Monday, October 14	No School for Students: Professional Learning for Teachers
Thursday, October 17th	Parent & Child Sacrament Meeting 2nd Graders at St. Peter's 6:00-8:00 PM (if family did not attend October 3)
Saturday, October 19	Soles for Catholic Education Walk
Tuesday, October 22	No School for K4- Parent/Teacher Conferences
Friday, October 25	Fall Family Night
<b>November</b>	
Friday, November 1	All Saints Day   Mass 9:00 AM
Monday, November 4	Annual Band Fundraiser Kick Off
Thursday, November 7	Parent & Child Reconciliation Retreat at St. Peter's 6-7:30 PM
Friday, November 8	Mother/Son Event 6:00-8:00 PM
Wednesday, November 13	Early Dismissal at 11:35 for K5-8th grade PM Professional Learning for Teachers
Thursday, November 14	NAEP Assessment- 8th Grade Applesauce Workshop Parent & Child Reconciliation Retreat at St. Peter's 6-7:30 PM (if family did not attend November 7th)
Thursday, November 21	Picture Retake
Monday, November 25	End of First Trimester   Annual Band Fundraiser Forms Due
Tuesday, November 26	Grandparents Day   Mass   Early Dismissal 11:35 Pre-3,

	K5-8th Grade
Wednesday, November 27-29	No School - Thanksgiving Break Classes Resume Monday, December 2
<b>December</b>	
Monday, December 2 - Saturday, December 7	Scholastic Book Fair
Wednesday, December 4	School Assembly   Early Childhood Christmas Program 6:30 PM
Saturday, December 7	Breakfast for Baby Jesus   Port Washington Christmas Parade
Wednesday, December 11	Report Cards Go Home
Monday, December 16	Annual Band Fundraiser Pick-Up 3:30-5:00 PM
Wednesday, December 18	Christmas Program 1st - 8th Grade - Matinee 1:30, Evening Performance 6:30 Culvers Night
Monday, December 23 - January 3	Christmas Break Classes Resume Monday, January 6
<b>January</b>	
Monday, January 6	School Assembly
Wednesday, January 15	Early Dismissal at 11:35 for K5-8th grade PM Professional learning for Teachers
Thursday, January 9	8th Grade Portrait Picture Day (Clubs/Groups/Sports)
Thursday, January 16	1st Reconciliation at St. Peter's 6:00-7:30 PM
Monday, January 20 - Friday, January 24	i-Ready Testing
Sunday, January 26	Opening Mass for National Catholic Schools Week 10:30 Pre-3 - 8th Grade Open House & Brat Fry 11:30 - 1:30
Tuesday, January 28	Mass with St. Joe's
Friday, January 31	School Assembly
<b>February</b>	
Saturday, February 1	Catholic Schools Family Night- Spaghetti Dinner   Talent Show

	Sock Hop
Monday, February 4 - Friday, February 7	i-Ready Testing
Friday, February 7	Father Daughter Event 6:00-8:00 PM
Wednesday, February 12	Sweets for Sweeties 7:50 - 8:20 AM Parent-Teacher Conferences 4:00-7:00 PM
Thursday, February 13	No School for Students: Parent-Teacher Conferences 8:00 AM - 1:00 PM
Friday, February 14	No School for Students: Professional Learning for Teachers
TBD	K4 Parent Night 6:30 Dunwiddie SJ23 K4 Open House
Saturday, February 22	Key Event
Wednesday, February 26	Ash Wednesday - Mass
Thursday, February 27	Discovery Field Trip- K5 - 3rd Grade
Friday, February 28	Fish Fry
<b>March</b>	
Thursday, March 5	School Assembly   Walking with Jesus at St. Peter's cafeteria 6:00-8:00 PM (Option 1)
Monday, March 9	No School for Students: Professional Learning for Teachers
Wednesday, March 11	End of Trimester
Friday, March 13	Fish Fry
Saturday, March 14	WSMA District Solo & Ensemble Music Festival hosted by Random Lake High School
Thursday, March 19	Walking with Jesus at St. Peter's cafeteria 6:00-8:00 PM (Option 2)
Friday, March 20	Report Cards Go Home
Monday, March 23 - Friday, March 27	Easter Break Classes Resume Monday, March 30
Friday, March 27	Fish Fry

Monday, March 30	School Assembly
<b>April</b>	
Wednesday, April 1	Early Childhood Spring Program
Monday, April 6 - Friday, April 10	Forward Testing - 3rd-8th Grade
Wednesday, April 8	Middle School Science Fair
Thursday, April 9	Holy Thursday   Mass   Retreat K5-8th Grade   No School for K4- Parent/Teacher Conferences
Friday, April 10	No School for Students or Staff No Child Care Available
Monday, April 13	No School for Students or Staff No Child Care Available
TBD	ACT Aspire Test - 7th Grade
Tuesday, April 21	First Communion Practice, St. Mary's 6:00 PM
Wednesday, April 22	First Communion Practice, St. Peter's 6:00 PM
Thursday, April 23	First Communion Practice, Immaculate Conception 6:00 PM
Saturday, April 25	First Communion, St. Peter's 4:30 PM
Sunday, April 26	First Communion, Immaculate Conception 8:30 AM
Sunday, April 26	First Communion, St. Mary's 9:00 AM
Sunday, April 26	First Communion, St. Peter's 10:30 AM
Monday, April 27 - Friday, May 1	Forward Testing - 3rd-8th Grade
<b>May</b>	
Friday, May 1	School Assembly
Saturday, May 2	First Communion, St. Peter's 4:30 PM
Sunday, May 3	First Communion, Immaculate Conception 8:30 AM
Sunday, May 3	First Communion, St. Mary's 9:00 AM
Sunday, May 3	First Communion, St. Peter's 10:30 AM

Monday, May 4 - Friday, May 15	i-Ready Testing
Tuesday, May 5	Communion Service
Tuesday, May 12	Mass   1st Communion Gathering   May Crowning
Wednesday, May 13	Early Dismissal at 11:35 for K5-8th grade PM Professional learning for Teachers
Friday, May 15- Sunday, May 17	Flower Sale
Wednesday, May 20	Spring Program 1st - 8th Grade - Matinee 1:30, Evening Performance 6:30 Culvers Night
Friday, May 22	Milwaukee Zoo Field Trip 4th-8th Grade
Monday, May 25	No School / Memorial Day
Wednesday, May 27	Parent 5th Grade Orientation 6:00
Thursday, May 28	Possibility Playground Field Trip- K4
<b>June</b>	
Thursday, June 4 and Friday, June 5	8th Grade Retreat
Saturday, June 6	8th Grade Graduation 4:30
Monday, June 8	Field Day & School Picnic
Tuesday, June 9	8th Grade School Recognition Mass
Wednesday, June 10	Prayer Service   K5 Promotion 10:30 AM
Thursday, June 11	Last Day of School   School Assembly   Early Dismissal 11:35
Friday, June 12	No School for Students: Professional Learning for Teachers
Monday, June 16	Report Cards Mailed Home

\*Please Note: Dates may be subject to change.

Update on 7/26/19



# SCHOOL FACULTY /STAFF

Pastor.....	Fr. Patrick Wendt
Principal.....	Ms. Kristi Klein
Director of Marketing & Development.....	Mrs. Erin Brewster
Business Manager.....	Mrs. Jan Schueller
Administrative Assistant & Choice Enrollment Coordinator .....	Mrs. Seneca Graykowski
Secretary.....	Mrs. Michele Thill
Pre-3 & Child Care Director .....	Ms. Lisa Schmidt
Educational Assistant.....	Mrs. Becky Schires
K4 AM/PM.....	Mrs. Sue Krier
K4 Aide AM/PM.....	Mrs. Patti Cox
K5 Teacher.....	Ms. Callie Bannon
1 <sup>st</sup> Grade Teacher.....	Ms. Becca Olin
2 <sup>nd</sup> Grade Teacher.....	Mrs. Colleen Jentges
3-Homeroom, 3 & 4 ELA & Social Studies.....	Mrs. Laura Gallitz
4- Homeroom, 3 & 4 Math & Science.....	Ms. Anna Penkwitz
5-Homeroom, 5 & 6 ELA, K5-8 Spanish.....	Ms. Amber Blank
6-Homeroom, 5 & 6 Math, K5-8 Science.....	Ms. Erika Schauer
7 & 8 Math & Science.....	Mr. Adam Chilinski
7-Homeroom, 5-8 Social Studies & Religion.....	Ms. Christy Herbst
8-Homeroom, 7 & 8 ELA & Dean of Student Services.....	Mrs. Marie Lippe
Dean of Student Learning.....	Mrs. Amy McMullen
Art Teacher K5-8 & Title 1 Math Support .....	Mrs. Cindy Gibson
Pre-3-8 Music Teacher, 4-8 Band.....	Ms. Rylee Kramer
Pre-3 - 8 Physical Education & Librarian.....	Mrs. Deb Miller
Social Emotional Coach.....	Mrs. Melissa Wellenstein
Educational Assistant.....	Mrs. Geralyn Masse
Child Care Assistant.....	TBD
Food Service Assistant .....	Mrs. Patrice Bostwick
Food Service Assistant.....	Mrs. Leslie Braun
Lead Custodian.....	Mr. Robin Nierode
Custodian.....	Mr. Gerry Pallo

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# HANDBOOK OVERVIEW

## **THIS HANDBOOK IS DIVIDED INTO FIVE SECTIONS:**

1. Mission Statement, Philosophy and Non-Discrimination Policy of St. John XXIII Catholic School
2. School Policies – General School Information
3. Student Expectations
4. Appendix

The handbook reflects revisions of past policies and procedures, based on the suggestions of parents, teachers and students.

The teachers provide specific grade level expectations.

This handbook does not constitute a contract. St. John XXIII Catholic School reserves the right to modify as necessary.

# MISSION STATEMENT

## Mission Statement

A destination to... Serve. Learn. Love. Lead.... As Disciples of Christ.

## St. John XXIII School's Values and Beliefs...

### Serve...

- We instill a love of God by being disciples of Christ and by embracing our Catholic Identity.
- We demonstrate human dignity by bringing the beatitudes to life through our service to those in need.

### Learn...

- We believe in fostering a love of learning within a student centered environment.
- We believe in challenging our students to their highest potential, while embracing diverse learning styles, in a working partnership with parents, students, and teachers.

### Love...

- We value education, worship and service as a pathway to success for all.
- We value a genuine love for God, others and self.

### Lead...

- We challenge our St. John XXIII community to be role models spiritually, intellectually, and socially in their lifelong journey while serving the greater good.
- We challenge our students to be leaders in the global society while serving the greater good.

# NON-DISCRIMINATION POLICY

The philosophy of St. John XXIII Catholic School is based on the Christian principles of the Gospel message--to love and respect the rights of all people. It is the policy of the school that we shall not discriminate on the basis of race, color, and or national or ethnic origin in the administration of our educational policies, admission policies, financial aid, athletics, and other school programs. St. John XXIII Catholic School reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or toward the leadership of the school, or whose behavior or attitude is disruptive to the functioning of the student body.

# SCHOOL POLICIES

## EARLY ADMISSION, REGISTRATION, WITHDRAWAL, READMISSION

### General Admission Statement

St. John XXIII Catholic School admits Pre-3-8<sup>th</sup> grade children from St. John XXIII Parish as well as non-parishioners. Children who are parishioners will be given priority for enrollment. With regard to enrollment, we do not discriminate against any child on the basis of race, color, sex, national origin, or ancestry. St. John XXIII Catholic School follows state guidelines regarding age in all enrollment matters.

In admitting students to our school, the order of priority is given as follows:

- Children of St. John XXIII parishioner families with pupils currently in our school
- Children of parishioners of St. John XXIII
- Children of non-parish families

All proper paperwork, including proof of parish membership (to receive parish tuition rates), must be on file in the office prior to admission.

### Registration of Existing Families for the Next School Year

Current school families will receive a registration packet prior to our open house, typically held in January. Families may then register their children for the next school year. Completed registration papers, including appropriate registration fees and deposits, are processed in the order in which they are received. Non-parish families, currently in the school, will also receive a registration packet to enroll their non-parish children. However, parishioners have priority in registration until a date set by the school.

### Early Admission

We adhere to state guidelines for admission.

### Withdrawal of Student

- If a student is being withdrawn to attend another school, we ask the following procedure to be followed:
- Inform the office, in writing, of the intent to withdraw and the date of withdrawal.
- If withdrawal is not due to a move, a written communique or call to the principal explaining the reason for the withdrawal is appreciated as a source of information and as a courtesy.



- Upon leaving the school an exit interview will be conducted to gather feedback.

#### Readmission of Students Previously Withdrawn

Readmission of students previously withdrawn requires a conference between parents, principal, and possibly the pastor to determine appropriateness of readmission.

## ATTENDANCE, ABSENTEEISM, TRUANCY, SCHOOL HOURS, EARLY/LATE ARRIVAL, LEAVING EARLY

### Attendance

#### 5112: Compulsory School Attendance

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. §118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused(truant).

Each school or network of schools shall develop local, written policies and procedures regarding school attendance. These shall include, but not be limited to:

- Parameters for excused absences
  - Examples: personal illness (medical verification may be required); family emergencies or crises; attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed
  - A school may recognize a family vacation as an excused absence but should develop guidelines regarding the length of the vacation, whether or not a parent/guardian accompaniment is required, expectations for notification to the school, expectations for missed school work, and principal approval.

- Parameters for unexcused (truant) absences
  - Examples: working, babysitting, car trouble, oversleeping, running late, or missing the bus
- Parameters clearly defined for when a tardy becomes an absence
- Process for the parent or legal guardian to notify the school of an absence
- Process and potential consequences school may impose for excessive tardiness and/or absences
  - In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
  - There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
  - A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criteria for enrollment of the student in the school for the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally (?) not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition.

The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

ADOPTED: 11/12/1974; REVISED: 7/15/2019

### 5113: Absence/Tardiness

In accordance with the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five (5) days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten (10) or more days in the school year.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused. It is the responsibility of the school to attempt to contact the parent or guardian after it has been determined that a child is absent from school without notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records.

The following are considered excused absences:

- Personal illness. Medical verification may be required.
- Family emergencies or crises
- Attendance at a funeral or religious service
- Medical and legal appointments
- Severe weather when school is not officially closed

The following are examples of unexcused absences:

- Working
- Babysitting
- Car trouble
- Oversleeping, running late, or missed bus

Students must be allowed to complete the work missed during an absence. Students who are absent from school are not allowed to participate in after school or evening activities.

ADOPTED: 7/31/2014

### 5113.1: Release of Students

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

ADOPTED: 12/1/1983; REVISED: 4/2/1990

### Mandatory After-School Event

Students are occasionally required to attend activities after-school that are a follow-up or culmination of school instruction. Students are excused only for illness or a family emergency which should be communicated to the teacher and office through a note or telephone call from the parents. In addition, a student's grade may be affected due to an unexcused absence at a mandatory after-school event.

### Absenteeism

Absences, with the reason for the absences, are to be called in to the school's 24-hour answering machine prior to 8:30 A.M. Our school's phone number is 262-284-2682. A student is considered a ½ day absent if more than 1 ½ hours of school is missed in the morning or afternoon. Less than 1 ½ hours missed of school, for an excused reason, is still one full day present.

A student who is absent during the day for illness, is not allowed to return for part of the day for a field trip. A student, who is ill during the day, should not participate in after-school or evening activities.

For absences known in advance, please complete a vacation request form, which can be obtained in either school office or in the Appendix. If the school is not notified in advance, daily communication is expected.

Any child absent due to illness for more than 3 consecutive days must have a doctor's note upon return. In addition, please see the Archdiocesan Attendance Policy in the Appendix at the end of this handbook, which reflects the new Wisconsin State Statutes.

### Truancy: Wisconsin Compulsory Attendance Law

Any person having under his/her control a child between the ages of 6 and 18 years of age who has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays accepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Wis. Stat. sec 118.15 / Archdiocesan Policy 5112

St. John XXIII Catholic School will consider a student truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student will be considered habitually truant when he/she is absent without an acceptable excuse for all or part of 5 or more days in a school semester.

The school administration and policy will determine what is excused and unexcused. An absence or tardy is excusable under the following circumstances:

- Illness of the student
- Doctor/dentist appointment for the student
- Court appointment

State law allows a parent to excuse his/her child from school in writing prior to an absence for up to 10 days per school year. All absences beyond 10 are deemed unexcused. A student who is tardy or released early is partially absent as the law requires attendance for full periods or hours. Unless the tardy or early release is excused for one of the reasons stated above, the student is considered truant. Oversleeping, outside extracurricular activities, and care problems beyond the 10 days/times will be considered truant.

### School Hours

**Office Open** - 8:00 AM - 4:00 PM

**K5-8 Grade** - 8:30 AM - 3:30 PM

**Pre-3** - 8:30 AM -11:40 AM

**K4 AM** - 8:30 AM -11:40 AM

**K4 PM** - 12:20 PM - 3:30 PM

Children should be picked up by 3:30 PM. Children not picked up by 3:40 PM will be escorted to child care. Parents will be responsible for payment at that time.

### Early Arrival

Pre-3, K4 AM and K5 - 8<sup>th</sup> grade students are not to be at school before 8:20 AM. The school is not responsible for supervision before 8:20 AM. K4 PM students are not allowed to be at school before 12:10 PM (unless in our Child Care Program).

### Late Arrival/Tardiness

The first bell rings at 8:20 AM. Students should arrive no later to their first class than by 8:30 AM. Arrival after 8:30 AM is considered tardy. All students arriving to school after their start time must sign in at the office before going to their classroom. Tardy Pre-3 - K5 students will be escorted to their classroom by school personnel.

Excessive tardiness or absenteeism will result in communication from the principal.

### Leaving School During the School Day

No student may leave the school building without permission.

Any student leaving school early must report to the school office and be signed out by his/her parent or other authorized adult. Children should not be picked up in their classroom. If any student is to leave school premises during the school day for any reason, without the accompaniment of a parent or parent authorized adult, he/she must present a signed note from a parent to the office in order to be excused.

### Readmittance After Leaving School During School Day

A student must sign back into school through the office before going to the classroom.

## ALCOHOLIC BEVERAGES

No alcoholic beverages will be served at any event that is hosted by the school primarily for the students.

## ATHLETICS

If your child participates in athletics, please see the St. John XXIII Athletic Handbook located online.

## BIRTHDAY CELEBRATION

Major gifts or recognitions should not be brought/delivered to school out of respect for all students' comfort.

Teachers encourage birthday recognitions. They determine an appropriate time for the class to share treats and celebrate the classmate's birthday. Parents need to keep treats simple (even nutritious) and supply all necessary utensils.

Keep in mind we do not have storage facility for items needing to be refrigerated or frozen. If your child's treat requires refrigeration, you will need to bring it just prior to the time it is to be served.

We encourage less of an emphasis on food. Please consider stickers, pencils, etc. or a gift for the class such as a book. In all cases, please **KEEP IN MIND THE EXISTENCE OF FOOD ALLERGIES** in your child's class.

Please see Parties/Social Events for our policy on invitations to events.

## BLOODBORNE PATHOGENS

Annual training of Bloodborne Pathogens is mandatory for persons coming in contact with school children. Links to online training sessions are provided by the school on SchoolSpeak.

## BULLYING (See Appendix A)

## BUILDING SECURITY

School doors are to always remain locked. Students, parents, visitors and volunteers entering during the school day are to enter through the main site entrance and get buzzed in. All visitors must report to the school office and sign in AND sign out before leaving.

## CARPOOLING

The school is not responsible for setting up carpooling, nor does it assume any responsibility/liability for the drivers used in carpools.

## CHEATING

Students in all grades must complete their own work at all times. This includes special projects, long-term assignments, and composition assignments.

If a child is found cheating, he/she will receive no credit for that particular assignment. In addition, a detention or other appropriate behavior consequence will be issued.

Some examples of cheating are:

- Copying another student's work
- Plagiarism
- Using cheat notes
- Turning in work that has been completed by anyone other than the student

## CHILD ABUSE REPORTING

Administrators, teachers, and school staff are required by law to report any suspected child abuse to the proper authorities. We are **mandatory reporters**. Our procedure is to call the county social services agency. Social Services handles the matter from that point.

### 5140.1: Mandatory Reporting of Child Abuse and Neglect

All children have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies.

Paid personnel should report directly to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause



to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

#### Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing, medical/dental care, and/or shelter to the child.

#### Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that a child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder

- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. Stat. 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both. Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

#### Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a

report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.

- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge, speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).

- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

#### Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/school employee or staff member, the following steps should be taken by the local pastor or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
9. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
10. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
11. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
12. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric

has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

13. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

## COMMUNICATION

### General Communication

All communications going out to families need to go through the school office and be approved by the administration before being dispersed. Communications need to be in the office by noon on Monday for placement in that week's Wednesday folder.

Wednesday folders will be sent home with the child that parents choose at St. John XXIII Catholic School.

### Parent and School Communication – Family Changes

It is imperative to notify the school of any changes regarding marital status, custody, address, work, phone, cell phone, and email changes so we can update your Family Health and Emergency Contact Form. In addition, if any major illnesses, hospitalizations, deaths, changes in family composition, etc. occur, please notify the school office. These matters often affect children and their learning. The office, in turn, will notify the appropriate staff.

### Parent and School Communication – Parent Concerns

Parents with concerns are encouraged to first contact their child's teacher. Please do not call or text teachers on their personal cell or home phones. Teachers have been advised not to take parents calls on their phones unless initiated by the teachers themselves. Parents wishing to discuss concerns or a student's progress, other than at normally scheduled conference times, may do so by sending a note or leaving a message for your child's teacher with the school secretary.

Appropriate channels of communication, as suggested by the Archdiocese, are as follows:

- 1<sup>st</sup> Level: Parent and teacher meet (at either's request)

2<sup>nd</sup> Level: Parent, teacher, and principal meet

3<sup>rd</sup> Level: Parent, teacher, principal and pastor meet

When these steps do not result in resolution, we move to a formal grievance procedure as outlined by the Archdiocese. A copy of this procedure is available in the school office.

#### 1312: Rights and Responsibilities of Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to the policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child(ren).

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by the Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring; Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

ADOPTED: 7/15/2019

School Communication – Mandatory Parent Meeting

Attendance is required by at least one parent.

## CONCILIATION/GRIEVANCE PROCEDURE

### 1312.1: Parent/Student Complaints Concerning Parish/School Personnel

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

Each parish/school is to develop and document local grievance procedures. Grievance procedures should be stated in the student/parent handbook.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.



Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employees. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

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Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board/Board of Directors/Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

ADOPTED: 8/1/1984; REVISED: 7/15/2019

## CONFERENCES

Conferences for parents with teachers are typically held twice during the year. Specific information will be sent via Wednesday folders/School Speak email prior to conferences.

#### 5124.1: Parent-Teacher-Student Conferences

Conferences shall be held with the parents/guardians of each student on an ongoing basis both formally and informally throughout the year.

Parent-teacher and Parent-teacher-student conferences may not be counted toward the required number of hours of direct pupil instruction. A day devoted only to Parent-teacher and/or Parent-teacher-student conferences may not be counted toward the number of required student contact days.

ADOPTED: 11/12/1974; REVISED: 7/15/2019

#### CRIMINAL OFFENSES

Disciplinary action, up to and including expulsion, will be taken against any student involved in a criminal offense on school or church property. The proper authorities will also be notified.

#### CROSSWALKS

Students who walk to and from school must cross at the crosswalks with the city crossing guards.

#### DISMISSAL (See Appendix D)

#### DIVORCE/SEPARATION

All divorced/separated parents are required to provide the school office with a current copy of the official court document stating custody arrangements.

If a non-custodial parent wishes to have mailings, copies of report cards, progress report letters, etc. sent, he/she must contact the school office with notification of his/her address and what he/she wishes to have sent.

As children often get confused, please provide the office with a written schedule of any custody/visitation schedules. This is extremely helpful in many situations.

## DRESS CODE

### 5132: Dress

#### Catholic Schools

The local School Advisory Commission/Committee or the school's governing board of limited jurisdiction will be responsible for developing acceptable standards of dress for students.

The community in which the school is located, custom, and the economic conditions of the people should be considered in the matter of dress.

All parents and students shall be informed of the school's acceptable standard of dress through the students' or parents' handbook or other written communication.

In the elementary schools, parents, as well as the pastor, principal, and teachers should be involved in a decision regarding the adoption of school uniforms.

In the secondary schools the administration should determine the dress code.

#### General Statement

The dress code policy for St. John XXIII Catholic School has been established to provide firm guidelines for acceptable clothing. Parents are to enforce the guidelines on a daily basis.

All St. John XXIII Catholic families with students in K5-8<sup>th</sup> grade are required to purchase uniforms from the acceptable list for each of their students. These lists can be located in the school office. Every item on this list is acceptable wear for any school day, including Mass days and field trips.

**\*SJ23 Spirit Wear is acceptable clothing (TOPS ONLY) on FRIDAYS ONLY for students in K5-8th grade.**

#### GENERAL RULES:

Pre-3 optional/ K4 no uniform                      K5-8<sup>th</sup> grade mandatory uniforms

- Students will be in uniform during school hours; includes arriving at and leaving the building.
- No logos or labels are to be visible (exception: sweatshirts with school or Phoenix logo).
- Out of uniform days will be announced.
- Shorts may be worn from May 1<sup>st</sup> to October 31<sup>st</sup>.

- Skorts may be worn all year.
- Clothing must fit properly, be clean and in good repair.
- Skirts, jumpers, and shorts must be knee length.
- A uniform shirt must be worn under sweaters & sweatshirts without hoods.
- If wearing layered clothing under a uniform top, its color must be solid red, white, navy blue, or black.
- Bike shorts (not to be visible under hemline) and leggings may **ONLY** be worn under skirts/skorts or jumpers.
- Solid color: white, red, navy blue or black tights, leggings or slacks may be worn under skirts, skorts and jumpers from November 1<sup>st</sup> to April 30<sup>th</sup>.
- Solid colored socks or tights must be worn (white, red, navy blue or black).
- Hats are not to be worn in the school building except when students are involved in a project (play), or for a designated theme day.
- Hairstyles are to be neat, clean and of a conservative styles. **Visible highlighting of hair, in other than natural colors is prohibited.**
- No body piercing, other than pierced ears, is acceptable.
- Make-up, jewelry and accessories are to be minimal, non-distracting and age appropriate.
- Flip-flops and backless shoes are prohibited at all times.
- Students are to be prepared for outdoor recess during cold weather with proper attire.
- It is the St. John XXIII faculty, staff and principal's discretion to make decisions as to the appropriateness of uniform, hair and accessories.

#### **VIOLATION TO THE DRESS CODE:**

Parents will receive written notification if their child is not in compliance with the dress code. In addition, your child will be provided with an acceptable uniform article of clothing to replace his/hers for the remainder of the day. After a child has received two (2) violations in a given semester, a 3<sup>rd</sup> violation that semester will result in a consequence as determined for that grade level.

#### **Shirts**

Long or short sleeve polo, turtleneck, **Solid Colors** – Navy blue, white, true red. Peter pan collared blouse (white only). Any shirt worn as part of the “layered” look that is visible under the uniform top must be a solid color: white, true red, navy blue or black. **Shirts are not to have any emblems or designs on them.**

### Pants Navy Blue, Black, or Khaki/Corduroy

Twill chino or corduroy. No denim. Uniform pants must be navy blue, black, or khaki/corduroy (not light blue, gray or gray-blue). Slacks must be worn with regulation blouse or sweater. No additional trim. No stretch leggings, yoga pants or jeggings may be worn as pants.

### Uniform pants

Uniform pants are to be plain, straight leg pants with no outside (patch) pockets on the back, front, down the side, etc. and not baggy (i.e., cargo style pants are unacceptable). Elastic waist is permissible. No elastic at the ankles. No wide leg or patch pockets on pants legs. No labels or logos visible. Likewise, bell bottoms and hip huggers are also not acceptable.

### Capri Pants

Navy blue, black or khaki.

### Shorts

Walking length: Knee length. No “cargo styles.” Available at Walmart online or Lands End. Also may be purchased elsewhere as long as they meet the uniform code. Colors: Navy blue, black or khaki.

### Jumpers

Available at Walmart online– Hamilton Plaid (red, navy blue & white). Also available at Walmart online as Classic Navy Large Plaid.

### Skirts

Must be knee length. Available at the Uniform Store – Hamilton Plaid (red, navy blue & white). Also available at Lands End as Classic Navy Large Plaid. Solid navy, black or khaki skirts purchased at the Uniform Store or other retailers. (No cargo style.)

### Leggings

Must be solid color: white, red, navy blue, or black, and can be worn from November 1<sup>st</sup> to April 30<sup>th</sup> only under skirts/skorts or jumpers.

### Skorts

Solid navy blue, black or khaki. Available at the Uniform Store or Lands End. Also may be purchased elsewhere as long as they meet the uniform code. (No cargo style.)

## Sweaters

Styles: Cardigan, pullover, or vest. Colors: Navy blue, true red, or white.

## Sweatshirts

Color: Navy blue, true red, or white. Hoods are only permitted on Friday Spirit wear days.

## ELECTRONIC RESOURCES AND TELECOMMUNICATION

Any person wishing to use the school's computers and/or telecommunications equipment is required to sign an Acceptable Use Policy before using such equipment.

### 6161.2: Acceptable Use of Technology

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

### 169 Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and the Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review

email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.

- The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Tampering with or damaging computers, computer systems, or networks
  - Violating copyright laws and plagiarism
  - Using another's password
  - Trespassing in another's folders, work, or files
  - Wasting limited resources
  - Employing the network for personal financial or commercial gain
  - Circumventing security measures on parish/school or remote computers or networks
  - Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the Student Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the parish/school computer system.

### Personal Electronic Devices

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or

transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes but is not limited to the following:

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The parish/school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.



## Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

### Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/school's intended use of a social networking site. Parents must be invited to have access to this site.
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and regularly monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of social media is final.

ADOPTED: 5/5/1998; REVISED: 7/15/2019

## EMERGENCY SCHOOL CLOSING

Severe weather conditions during the winter or other emergency situations may warrant the closing of school. The procedure varies depending on whether closing occurs prior to or during the school day.

### School Closing Prior to the Start of the School Day

This will be listed on the following sites:

- An Email sent from the school office via School Speak.
- TV Channels 4, 6 & 12
- School Speak Emergency Notification via text

Although we have our own listing on the above sites please note the following if you see or hear a different listing:

- If PWSSD is closed - St. John XXIII Catholic School will be closed.
- If PWSSD has a late start time - St. John XXIII will have a late start time.
- If PWSSD is open, we are probably open as well, but it's best to check the appropriate listing to be sure.

### School Closing After the School Day Has Already Begun

Once school has begun and the students are here, we may not close early due to weather unless the PWSSD School System closes. Once school has begun, the dismissal of our students must coincide.

Please do not call the school to see if we are having an early dismissal. These calls congest our phone lines, which are crucial to us at these times. As soon as the Port Washington/Saukville School District makes a decision to close, they will contact us and we will send out an email and initiate emergency phone call procedures, in addition to putting the information on the closing sites as listed above.

A child will only be sent home if direct contact has been made with the parent or legal guardian. Children will remain in school until contact is made. **Consequently, please be sure to keep the school office informed of all current home, work, and other emergency numbers. Also, if we are experiencing inclement weather and you are not at home or work, please be sure that your cell phone is turned on.**

If you do not receive a call regarding school closing and you feel that the weather is not conducive to sending your child to school you may call your child in absent. If school has already started and conditions begin to deteriorate, you may come and pick him/her up.

EXPULSION (see Probation, Suspension, and Expulsion in Appendix F)

## FEES

### Family Fees

Please see the Tuition Commitment Form.

### Registration Fees

All Pre-3, K5 and new 1-8<sup>th</sup> grade students are assessed a non-refundable fee with their registration form.

### Special Program Fees

Students participating in special programs such as clubs, solo, and ensemble are assessed a fee to help defray some of the expense. If such a fee causes a financial hardship for a parent, please notify the principal, as no child should be denied participation due to an inability to pay.

### Tuition

Tuition is determined by the Finance Committee and is approved by the School Board. As a Christian school community, no child should be denied a Catholic school education for financial reasons. Parents should call Jan Schueller at 262-284-2441 for forms to process financial assistance requests. Such requests are presented by the business manager, without names, to a committee comprised of the principal, pastor and finance committee members.

The School Finance sets the amount for a non-member student. This is recommended by the Pastor and Principal, usually during the month of April for the following school year.

The Principal has the right to adjust rates for families with mitigating circumstances.

**Tuition students get priority over choice students when filling available seats.**

## Tuition Deposit

All families are assessed a \$200 per family tuition deposit, which is due at the time of registration. Registration for the following school year typically takes place in January. The full tuition deposit is applied towards the following year's tuition balance IF submitted by the stated deadlines.

## FIELD TRIPS

### General Information

Field trips are designed to give children experiences beyond the classroom and to ensure that all children have exposure to various cultural and pleasurable activities.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Administration may place restrictions upon a student's participation in such programs (Archdiocesan Policy #6153).

Each student must have a permission slip turned in for each field trip taken. The permission slip must have the student's name listed and be signed by the student's legal guardian. Photocopies of permission slips are taken on the field trip. If any medical information is to be remembered, emergency numbers noted, or medication taken, it is the parent's responsibility to include that information on the permission slip form. The school is not responsible for consequences resulting due to the absence of information on the permission slip.

### 6153: Field Trips and Community Service

Field trips, excursions, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile

learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

School and parish administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.
- All educational trips, excursions, and community service activities shall have appropriate approval.
- Due regard shall be given to ensure the safety and security of participants.
- Details of the trip shall be communicated to parents and the administration.
- Written approval of parent or guardian is required for participation of students in all field trips, excursions, and community service activities.
- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by a parent.
- All chaperones must be 21 years of age or older.

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met:

- Must have knowledge of the Mandatory Reporting Responsibilities.

- Be approved by a member of the professional staff.
- Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.

Whenever possible, commercial carrier or contracted transportation should be used for field trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, transportation requirements of the Archdiocese of Milwaukee and Catholic Mutual must be met.

### School Field Trips

School field trips, excursions, and community service activities shall provide learning activities related to the curriculum and educational objectives. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

Excursions or community service activities that occur outside of the regular school day, such as in the evening or weekend, require written approval of parent or guardian.

A school participating in any Wisconsin Private School Choice Program may not charge Choice students for field trips if the trip is necessary (required) as part of a class, however, if the trip is optional, a fee may be charged and the Choice student may choose not to participate with no academic consequences.

See Policy #4116.4: Responsibilities for Supervision of Children and Youth for more information.

ADOPTED: 3/11/1975; REVISED: 7/15/2019

#### 6153.1: Extended Field Trips

Since the requirements for successfully conducting an extended trip are considerably more complex than the average local field trip, these special guidelines and procedures have been developed.

#### Definition of Extended Field Trips

An extended field trip is any parish/school-sponsored, properly authorized activity which takes students away from the regularly constituted parish/school premises or from their homes for a period extending over one or more nights. Included in this definition are educational field trips, retreats, youth conferences, mission trips, and camps. All such trips shall be limited to members of a specific class or classes or an existing parish/school group and shall provide learning opportunities related to the program and objectives of that class or group.

#### Planning

When an extended trip is part of a program, the parish/school is responsible for ensuring the safety of the young people through advance preparation and investigation of the location/organization, adequate adult supervision, informed parental consent, suitable transportation, and clear guidelines for student behavior.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The educational administrator will determine the appropriateness of the proposed extended field trip with staff members involved on the following basis.

1. The objectives of the trip are consistent with the general objectives of the instructional program.
2. The ongoing parish/school program will not be adversely affected.
3. The participating students' total educational program will not be adversely affected.

4. Appropriate provision is made for continuity of learning for those eligible students who do not participate in the trip activity.
5. The financial implications are realistic in terms of the value of the activity.

The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

#### Adult Supervision

1. Staff members involved in a field trip activity will receive no additional pay for this service.
2. No staff member or member of his or her immediate family shall receive any benefits from outside agencies in relation to parish/school sponsored trips; nor shall any staff member act as an agent or solicitor for any such agency.
3. Adult volunteers, under the direction of teachers or administrators, may be involved as chaperones. The Safe Environment Verification for Overnight Events with Minors form must be completed and submitted to the Safe Environment Program Coordinator at the Archdiocese of Milwaukee.
4. All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
  - Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
  - Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
  - Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met

- Must have knowledge of the Mandatory Reporting Responsibilities.
  - Be approved by a member of the professional staff.
5. Expenses for staff members and volunteers who accompany students on trips may be included in the cost of the trip after prior notice has been given to



parents of participating students. These expenses shall be identified in the financial records and reports.

6. At least one certified teacher or parish staff member will accompany students on an extended field trip.
7. Extended field trips will provide for one adult leader for every 8 students. Male and female adult supervision shall be provided for all overnight trips which are coeducational. On a trip of several nights' duration with a large group of students, it is recommended that one of the adult supervisors be a nurse.
8. All coeducational contacts and activities will take place in public areas of the building or housing accommodations under adult supervision.
9. Adult supervision is to be immediately available at all times during the trip.
10. Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.
11. If a serious emergency occurs, the staff member in charge shall immediately report the situation to authorities of the district in which the emergency occurs and to the principal or designee.
12. Accompanying adults will exercise such judgment in their activities as to motivate students to comply with the student code of conduct.
13. All adult supervisors must complete and sign an Adult Liability and Medical Information: Form 6153.1 prior to the trip.

#### Financial Accounting

1. Any school sponsored, extended field trip shall require that the cost of food, lodging, transportation, and insurance be included in the overall trip fee. This amount and all other costs shall be communicated to the parents in writing in advance of the trip.
2. A complete accounting of receipts and disbursements for extended field trips will be recorded in a separate activity account in the school's financial records and will be submitted to the school administrator. This report will be available to parents of participating students at the local school upon request.

#### Accommodations

Separate sleeping arrangements shall be made for males and females. This applies to minors as well as adults, unless the adults are married.

Adults are not to share sleeping quarters with minors in hotel rooms or cabins, except where accommodations are in large open areas, such as multi-bed dorm rooms.

Whenever possible, males and females shall use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult /minor bathroom and shower use.

#### Insurance

Safeguards must be taken to insure the safety of pupils and adults at all times.

It is required that all adult participants be covered by liability insurance.

It is also required that participants, including adults, be protected against accidents and illnesses while on an extended field trip. Such group insurance in the standard coverage amount will be obtained by the principal from a reputable insurance firm prior to the date of departure. This fee will be included in the overall cost of the trip. Coverage is to be determined on the basis of the length of the trip, the distance to be traveled, and other pertinent factors.

#### Travel Agencies

Only the school administrator is authorized to sign contracts with travel agencies, transportation firms, and firms providing housing accommodations which might be required.

When situations arise which impose a threat to the safety or welfare of students participating in a trip, the school administrator, in consultation with staff and other participants, will determine whether or not to cancel a trip.

Each agency must be required to present evidence that it:

1. Is capable of carrying out the requirements of the trip.
2. Has the approval of the American Society of Travel Agents. Any information concerning the agency obtained from the Better Business Bureau must be carefully evaluated.
3. Has satisfactory procedures for handling personal emergencies of participants.
4. Does not have as a director or officer any staff member of the parish/school.
5. Has policies with cancellation provisions which meet the needs of the trip.

#### Parent Involvement

Parents of students eligible for the trip will be informed in writing of the objectives of the trip, standard of conduct required, responsibilities of students, number of chaperones

and other adults, how expenses of chaperones and other adults will be paid, the per student cost for the trip including travel, housing, and all other expenses; type of travel arrangements; day-to-day itinerary, arrangements for coping with emergencies, and needs for special clothing or equipment.

The school administrator is responsible for obtaining and keeping on file written parental permission for students to participate in an extended field trip activity.

#### Recommended Rules of Student Conduct

It is required that appropriate rules and regulations be developed with participation of students, staff, and parents. These rules will be given in writing to participating students and parents during the planning stage of the anticipated trip. It should be made clear that varying situations might necessitate the adoption of other specific rules.

A recommended list of rules of conduct follows:

1. Since students represent the parish/school, they are subject to its rules and regulations on a field trip.
2. Students are accountable to chaperones for compliance with the rules of conduct adopted for the field trip.
3. The possession or use of drugs and/or alcohol by students is prohibited.
4. The parent of any student carrying prescribed medication will be required to inform the staff member in charge, in writing and in advance of the trip, the type of medication and instructions for its use.
5. No student/students shall leave the group or group's headquarters at any time during the trip without permission of the staff member in charge. If permission is granted, students shall provide the staff member with information such as time of departure, destination, persons accompanying them, and expected time of return.
6. Students on extended trips who wish to visit relatives and/or friends along the way shall meet with them where the group is assembled. Written parent approval will be required in advance of the trip departure.
7. All participants who have elected to join a parish/school sponsored trip shall adhere to the preceding stipulations regardless of whether or not they have reached their eighteenth birthday.
8. If there are serious infractions of rules of conduct, a student may be sent home at the parents' expense.

See Policy #4116.4: Responsibilities for Supervision of Children and Youth for more information.

#### Attire

Students are to wear their school uniform on field trips unless instructed otherwise.

#### Cancellation

Students are to be sent to school anticipating their involvement in the field trip. If the trip has to be canceled or adjusted, we will do so and have a normal school day.

#### Chaperones

The school office is responsible for contacting parents who indicate they are willing to chaperone. Every attempt will be made to rotate parent chaperones throughout the school year. Only adults assigned by the office are authorized to attend the field trip.

**Only adults trained in “Safe Environment Program” who have also electronically signed “The Code of Ethics” and have a current background check on file may chaperone or volunteer at school. This is an Archdiocesan Policy.** Please see the section entitled, “Safe Environment Program.”

Chaperones may not bring children with them when they are chaperoning or attending a school field trip.

Chaperones must stay with the students they are assigned to throughout the entire duration of the field trip. Chaperones must ride to and from the event with the students.

#### Transportation

Students and chaperones must be transported with their assigned group via the method determined for the field trip. This generally will be walking or by bus.

In rare instances where only a few students are involved, the school may ask for drivers in accordance with Archdiocesan policy. Drivers must have a seat belt for each child, complete a driver information form, and present a copy of their automobile insurance showing the following information: 100,000/300,000 minimum liability coverage, dates of coverage (must include field trip date) and name of insured (must include driver).

## Walking Field Trip Permission Slips

Parents are required to sign a walking field trip permission slip. This slip allows for students' participation in all trips within walking distance of the school.

## FUNDRAISING

Periodically, the school may sponsor a fundraising activity. All fundraisers must be approved by the Principal and Home & School Committee in advance. No new fundraisers may be added without their approval.

### Fundraising Drives and Street Trades

A street trade means the selling, soliciting, collecting, displaying, or distribution of any articles, goods, merchandise, commercial service, posters, circulars, newspapers, or magazines in any street or public place or from door to door.

A minor working in street trades must have a specific street trade permit and a nontransferable identification card which the minor carries while engaged in street trade.

A minor under twelve years of age may work in a fundraising sale for a nonprofit organization, a public or private school, under the following conditions:

- Each minor, ages 9-12, must give the nonprofit organization or school written approval from the minor's parent or guardian.
- Each minor or group containing minors less than nine years of age must be physically accompanied by a parent or a person at least sixteen years of age.
- No student in the primary level, K-3<sup>rd</sup> grade under nine years old, shall engage in any type of sales for the benefit of the school, except through the home.
- Each sponsoring organization or individual fundraiser must be responsible for providing, collecting, and documenting the standard permission forms, and determining eligible participants.

## HEALTH

### **5141.2: Communicable Disease**

All suspected cases of communicable diseases which occur among students or staff shall be reported immediately by telephone to the local public health agency, and the agency's recommendations should be followed.

Whenever a child is sent home with a suspected communicable disease, the local health department is notified by the school administrator.

#### Pandemic Flu

It is important that schools build a strong relationship with local health departments and develop a meaningful plan to prepare for and respond to an influenza pandemic. It is difficult to predict when the next influenza pandemic will occur and how severe it will be. A pandemic may come and go in waves, each of which can last months at a time. The effects of a pandemic can be lessened if preparations are made ahead of time. Further information on pandemic influenza can be found at:

<http://ssp.wi.gov/sites/default/files/imce/ssp/pdf/pandemictoolkit.pdf>.

The illness rates for both seasonal and pandemic influenza are high among children, and schools are likely to be an important contributor to the spread of influenza in a community.

Scientific models support school closure as an effective means of reducing overall illness rates and suggest that the value of this intervention is greatest if school closure occurs early in the course of a community outbreak. During the peak of a severe pandemic, workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members. Measures to limit pandemic flu may include the closure of schools and childcare facilities, as well as the cancellation of extra-curricular activities.

School educators need to work together with state and local efforts to plan, prepare for, and respond to pandemic outbreaks.

5141.3: Health Examinations

All schools shall follow the regulations of the local public schools and/or the local health departments regarding medical examinations and chest X-rays.

ADOPTED: 12/1/1983; REVISED: 8/25/2015

5141.31: Immunization Requirements

School administrators must be in compliance with state immunization laws.

Wisconsin law requires schools to develop and implement a plan to encourage compliance with state immunization laws and parents to present written evidence, paper or electronic, that their child has received specified vaccinations. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs.

Waivers based on health reasons must be signed by a physician.

1. The school or day care center shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted. Notification shall include instructions for complying with the Wis. Stat. 252.04, including a list of missing immunizations, the availability of waivers for reasons of health, religion, or personal conviction, and an explanation of the penalty for noncompliance. A school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. The school will notify all parents, that failure to comply with the state immunization requirements will be reported to the county district attorney in accordance with the law.
2. For any student who has received the first dose of each immunization required for that student's age or grade under HSS 144.03, but who has not received all of the required doses, the school shall obtain written evidence that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in HSS 144.03.
3. The school and day care center shall maintain on file the immunization history for each student and any waiver form submitted. Immunization histories shall be updated with information supplied by the local public health agency, parents, or private physicians.

4. The school or day care center shall maintain a current roster listing the name and immunization history of each student who does not meet all immunization requirements for that student's grade or age.
5. The immunization record of any student who transfers from one school or day care center to another shall be forwarded to the new school or day care center within 10 school days of the request for record transfer. The records of day care students shall be transferred to a school if requested.
6. If one of the diseases covered by Wis. Stat. 252.04 (a) occurs in a student or staff member, the school or day care center shall assist the local public health agency and the department in immediately identifying any unimmunized students, notifying their parents of possible exposure, and facilitating the disease control activities.
7. If a substantial outbreak as defined in HSS144.02 (12) occurs in a school or day care center, or in the municipality in which a school or day care center is located, the school or day care center shall exclude students who have not received all required immunizations against the disease, including students in all grades who have not had two (2) doses of measles vaccine when it is an outbreak of measles that is occurring, when ordered to do so by the department. The exclusion shall last until the student is immunized or until the department determines that the outbreak has subsided.

ADOPTED: 1/17/1977; REVISED: 2/11/2016

#### 5141.4: Students with Food Allergies

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy-producing food products. In these grade levels, all families need to consider such allergies in preparing lunches, treats, and snacks. The school will establish allergy-free zones in the lunchroom and other instructional areas where appropriate.

Students with food allergies may have allergic reactions that vary from localized, mild, to systemic, life-threatening reactions. Therefore, students with food allergies must have on file at the school an allergy action plan and healthcare accommodations plan in accordance with the school's medication policy.



Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

ADOPTED: 5/8/2007; REVISED: 9/14/2015

#### 5141.5: Administration of Medication to Students

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
- A written statement from the prescribing physician which:
  - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
  - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent/legal guardian:
  - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
  - Authorizing school personnel to contact the physician directly.

1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication, but are highly recommended.

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
  3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
  4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so.
    - Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

- The parent must provide to the school a copy of a Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.
5. Only limited quantities of any medicine are to be kept at school.
  6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
  7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.
  8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
    - It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list will be updated periodically.
    - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
    - School personnel are asked to report any unusual behavior of students on medication.
  9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

ADOPTED: 12/11/1984; REVISED: 10/1/2018

### Fever/Vomiting

All children who are experiencing fever and/or vomiting must stay home from school, even if the fever can be controlled by Tylenol/Motrin. The student is not to return to school until their symptoms have been absent for at least 24 hours.

### Health Concerns or Healthcare

Temperatures can be taken and ice packs/Band-Aids can be dispensed. Parents must pick up their child if they have a temperature of 100 degrees or more, vomiting,

nausea, diarrhea, a suspicious rash or lesions, or any other condition/injury which prevents the student from returning to the classroom.

#### Hour Policy for Parent Pick-up of a Sick Child

If a child should become ill during the school day, the school will notify the parents/guardian. For the comfort of the child, parents/guardians are required to pick up their child within one hour of notification.

#### Lice

This must be reported to the school office immediately. **Parents must follow the school protocol. (Appendix E)**

#### RECESS

Students well enough to be at school should be well enough to go outside for recess. If a child is to remain in for a period of time, a doctor's statement is required. If your child does not have a note, he/she will be sent outside.

#### OUT OF UNIFORM DAY (OOU)

On an out-of-uniform (OOU) day, a student may wear street clothes. No ripped jeans are to be worn. The first Friday of EACH MONTH is OOU day at both campuses.

#### LOITERING

Students not enrolled in St. John XXIII Catholic School may not be on the school premises/campus without administrative permission.

#### LUNCH

##### Hot Lunch Program

Hot lunch and milk is available to students in grades K5-8 and to children participating in our Child Care Program. Children's lunches must be ordered in advance. Families may deposit money into their account by filling out a lunch account envelope located in the school offices.

## SPECIAL MILK PROGRAM

Students in Pre-3, K4 and K5 have the option of joining the Special Milk Program which allows them to have a milk during their class snack time for a one time fee. Milk taken during an Early Childhood student's lunch time will be charged a daily fee. Please contact the school office for additional details.

## LITURGICAL WORSHIP

Students in grades K5-8 attend Mass every Tuesday, as well as Holy Days, etc. Our Director of Liturgy and Religious Education Coordinators involve the children in actively planning and participating in the liturgy.

## LOST AND FOUND

This is located in the main office. Please have your children check it periodically for lost items. Items not claimed by the end of the school year will be donated to charity. Please label all items to help facilitate their return.

## PARKING

### End of Day Parking

See DISMISSAL AND DROP-OFF PROCEDURES (Appendix D)

### Parking During School Hours

You may park in the large east parking lot. Please do not use the school parking lot during school hours. Cars cannot come in or out of the area where the children are playing (school parking lot) during the school day.

## PARTIES/SOCIAL EVENTS

Concern over the handling of children being invited to parties or other events after school and leaving directly from school as a group to attend the function has been expressed. Invitations that are not inclusive of entire classes (i.e. all the girls, or all the boys), may not be distributed at school. Parents hosting parties after school, which are not inclusive, should not pick up students directly from school.

We respect a parent's right to plan outside social events for their children. However, we would ask parents to be cognizant of the feelings of those children who may be left out.

## PLAYGROUND SUPERVISION

There will be no fighting, wrestling or tackling on the playground. Children are not permitted to leave the assigned play areas. Parents are asked to stress to their children that they may not leave the playground as the school will not assume responsibility for any child who leaves the premises. Out of consideration for private property, children are not to play near the bushes, fence or on the lawns, nor enter neighbors' properties.

Children wishing to go back into the school building during the recess period must ask permission from the designated playground supervisor prior to doing so.

### Recess

Students are to be prepared for outdoor recess during cold weather with proper attire:

- Boots are necessary in snowy weather.
- Snow pants are required of all students who wish to play in the snow at recess. All other children are required to remain in areas cleared of snow.
- *Children go outside for recess unless the temperature is below 0 degrees with the windchill.*

Students well enough to be at school should be well enough to go outside for recess. There may be exceptional cases, but generally speaking, this is true. If a child is to remain in for a period of time, a doctor's statement is required.

## REPORT CARDS

Report cards are distributed once each trimester for K5-8th grades and twice a year for the Pre-3 and K4 program. 1<sup>st</sup>-8<sup>th</sup> grade report cards are sent home in special envelopes with a place for a parent's signature for the 1st and 2nd quarter. The envelopes are to be signed by a parent and returned to school. 3rd trimester report cards will be mailed home at the end of the school year.

## RETENTION OF STUDENTS

St. John XXIII philosophy of learning does not support retention. In special circumstances the principal and parent will communicate whether or not to retain the child.

## SACRAMENTAL PROGRAMS

Students are prepared for the Sacraments of First Communion and First Reconciliation in 2<sup>nd</sup> grade. If a transfer student has not made one or both of the Sacraments, parents should contact the parish office and the 2<sup>nd</sup> grade teacher.

## SAFE ENVIRONMENT PROGRAM (SEE TRAINING)

Our curriculum includes the Safe Environment Program, a program on safety and abuse prevention. Students participate unless a parent opts a child out. Families are provided with information prior to context deliver for grades 4-8.

All school volunteers must be trained in the Safe Environment Program prior to the beginning of their service. This includes a three hour training class, a background check (conducted every 5 years), and electronically “The Code of Ethics.” Please contact the school or parish offices for further information.

## SAFETY DRILLS

Safety drills are held monthly. Students are instructed in regard to procedure/conduct to be followed. Regulations set up by the State of Wisconsin Fire Code are followed.

The school has an established safety plan to ensure the safety of students, staff, and families. This plan has been approved by the Wisconsin Department of Justice.

## SCHOOL CALENDAR

### 6111: School Calendar

Each school shall annually schedule at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Scheduled hours include a maximum of 30 minutes of recess and time for pupils to transfer between classes but does not include the lunch period. (Wis. Stat 120.12 (15))

These hours of direct pupil instruction must occur over a minimum of 177 days.

- If school is closed due to inclement weather or other emergency event, the day is not required to be made up as long as the total number of hours of direct pupil instruction meets the yearly hour minimum stated above.
- A school may schedule early release or late start days and the day would count toward the 177 day requirement. However, only the hours of direct pupil instruction count toward

the yearly hours minimum. Any professional development or similar staff-only activity would not count toward the total number of hours.

- Parent Teacher Conferences may not be counted toward the direct pupil instruction yearly hours minimum.
- The direct pupil instruction yearly hours minimum applies to all students at all grade levels.

Teacher contracts shall be a minimum of 190 days. Days that do not involve direct pupil instruction shall be used for appropriate professional development activities.

In the event of an emergency, a disaster, or extreme weather conditions, schools will follow the decisions of the local public school district with regard to closing school. The Catholic schools will remain open or will close with the public schools. The decision of the Superintendent of the public school district where the Catholic school is geographically located will be followed.

It is recommended that schools correlate their school calendar with that of the local public school. Where bus transportation, shared time programs, etc., are in existence, this is a necessity.

Dates of archdiocesan activities will be incorporated into each school's calendar. The Office for Schools will be notified of deviations from the school calendar.

If days need to be made up, this should be done either by shortening vacation periods or by prolonging the school year to complete the necessary days. Neither administrators nor pastors have the prerogative to grant free days or suspend classes.

Local administrators should give appropriate attention to the observance of the Holy Days of Obligation, including celebration of Mass.

ADOPTED: 3/11/1975; REVISED: 1/18/2019

## SCHOOL DIRECTORY

Information for the school directory is posted on SchoolSpeak. Only families who have elected to share their information will appear in the directory.

## SCHOOL FUNCTIONS OUTSIDE THE SCHOOL DAY

If students are not specifically involved with a teacher or with their class under a teacher's supervision, we request that students remain with their parents. At these events, the teachers are not there to oversee the children except when the children are under their direction.



## SCHOOL PICTURES

Student pictures are taken in the fall. These pictures will be used in the yearbook and may be purchased by the parents. A payment envelope is provided prior to picture day for direct payment to the photography studio. Envelopes are handed directly to the photographer on that day.

Absentees and retakes will be scheduled a few weeks after the original picture day.

Eighth graders also have their picture taken in the fall of the year. A more formal picture is taken of each 8<sup>th</sup> grade student. Parents receive proofs a few weeks later and are able to make their selection from several shots.

## SPORTS PROGRAMS

Sports programs are available for 5<sup>th</sup> through 8<sup>th</sup> graders. Please see the school office for the appropriate forms if your child is interested in playing a sport. St. John XXIII Catholic School offers volleyball and basketball to both boys and girls in 5<sup>th</sup> through 8<sup>th</sup> grade.

We partner with the School district at Thomas Jefferson Middle School to offer more programs and sports to our students. Please contact our Athletic Director, Adam Chilinski for more details.

## STANDARD BASED GRADING

### 5121: School Grading Practices

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

Teachers must provide feedback, grade and post all assignments and assessments in a timely manner. Homework and assessments should be graded, posted and returned within 48 hours; projects within one week.

### **Assessment and Grading Beliefs and Practices**

Per the Milwaukee Archdiocese: Assessment is a comprehensive set of practices that analyze, inform and drive student learning. Effective grading practices are necessary for improved teaching and learning.

1. We believe assessment and grading are ongoing processes that guide continuous learning.
2. We believe grading should be standards-based and reflect what students know and are able to do.
3. We believe grading should be transparent and promote common understanding between students, parents, teachers and schools.
4. We believe grading should support a growth mindset.
5. We believe grading should only reflect student achievement.
6. We believe the purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessment.

### **Grading and Reporting Statement**

- St. John XXIII Believes grading is for students, teachers, and parents to understand their child's grade level proficiency and growth in each curricular area. The focus of grading is to communicate student mastery of standards, specifically Priority Standards, determined by the Archdiocese of Milwaukee.

Standards Based Grading reporting is an effective practice that is aligned to our purpose when:

- Behavior grades are separate from academic grades- both are reported out
- Self-evaluation and student goal setting on learning targets/standards
- To communicate student progress on learning targets/standards
- Challenges are provided, but not in the form of "Extra Credit"
- Zeros are NOT considered when reporting a final grade

## Homework

The purpose of homework is to offer an opportunity to practice a developed skill. This skill will have been developed, but not mastered before homework is assigned. The idea is to move the students towards mastery.

St. John XXIII defines “homework” as practice in the learning progression toward proficiency on identified learning targets. Homework is an effective instructional approach that is aligned to our purpose when it is:

- Not graded;
- intentional/meaningful;
- “Just right”;
  - Not mastery “yet”
  - Skill still being developed
  - Individualized

## Summative and Formative Assessment STATEMENT

We must first start by defining the purpose of “The power of formative classroom assessment depends on how you use the results.” St. John XXIII Defines formative assessment as a variety of methods used by teachers to measure students’ learning toward proficiency in a variety of ways. Formative assessment is meant FOR LEARNING, versus summative assessment being OF LEARNING. Alfie Kohn states we should “never grade students while they are still learning’ the content.

- Completely agree that each assessment can be either formative or summative- depending on what we do with the information.
- Summative assessment is the students last “check” - when you aren’t re-visiting that content again (students have opportunity for improvements through reassessment)
- We use it to differentiate our lessons, re-teach a concept, or challenge students who are ready for it
- To gauge where student ability is - to modify instruction based on need
- Similar language 4, 3, 2, 1

## Reassessment Statement

St. John XXIII Believes all students will learn at high levels when provided multiple opportunities to demonstrate mastery. These opportunities may include a differentiated approach suitable to the students’ learning style. The purpose of reassessment is for all students to progress towards a level of mastery on every standard, embracing the Growth Mindset philosophy.

Reassessment is an effective practice that is aligned to our purpose when:

- Additional learning has taken place
- A reassessment form has been filled out and signed by the parent, student and teacher
- Differentiated to meet the needs of all learners
- Master of standards is the end goal
- Averaging does not occur
- Full understanding and student mastery of standard is achieved
- The requirements for new evidence of learning are determined by the individual teacher

### **Grading and Reporting/Life Skills (Success Criteria) Statement**

St. John XXIII Believes there is significant merit to reporting life skills that influence learning (participation, work completion, collaboration, behavior and engagement). We also ensure that life skills will not influence an academic grade and will be reported separately in our reporting structure.

Reporting/Life Skills is an effective practice that is aligned to our purpose when:

- Teaching citizenship and community building (positive character traits)
- Growing a well rounded individual who can have satisfying social relationships and a successful educational career

### **6112.1: Instructional Time**

Schools will provide class schedules that will most effectively serve the essential components of instruction within that school; namely, the needs of students, the school's philosophy and goals, and the programs that flow from these.

Effective July 1, 2009, the school day shall consist of the following minimum instructional time.

**Kindergarten:** 437 hours per year or two (2) hours and 30 minutes for five-year old children and two (2) hours for four-year old children.

**Grades One to Six:** 1050 hours per year or 6 hours.

**Grades Seven to Twelve:** 1137 hours per year or six (6) hours and 30 minutes.

The school hours are computed as the period from the start to the close of each pupil's daily instructional schedule. Scheduled hours may include recess and time for students to transfer between classes but does not include the lunch period. No more than 30 minutes per day may be counted for recess. In computing the minimum number of instructional hours, days and partial days on which parent and teacher conferences are held, staff development of inservice programs are held, schools are closed for inclement weather, or when classes are not held may not be counted.

Student attendance at liturgies is encouraged; however, only one period per week of liturgy attendance may be included as instructional time.

Schools will provide at least the minimum recommended allocated instructional time per week in each subject area.

While there is a recommended allocated instructional time for each subject, educators are encouraged to integrate subjects within the curriculum whenever possible.

<b>Grade Level</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Religion</b>	<b>10%</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>150</b>	<b>150</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Reading/English-L anguage</b>	<b>40%</b>	<b>700</b>	<b>700</b>	<b>625</b>	<b>600</b>	<b>525</b>	<b>425</b>	<b>425</b>	<b>425</b>
<b>Mathematics</b>	<b>10%</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Social Studies</b>	<b>10%</b>	<b>125</b>	<b>150</b>	<b>175</b>	<b>200</b>	<b>225</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Science</b>	<b>5%</b>	<b>100</b>	<b>100</b>	<b>150</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Health</b>	<b>5%</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>
<b>Physical Education</b>	<b>10%</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>
<b>Art</b>	<b>5%</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>
<b>Music</b>	<b>5%</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>
<b>World Language</b>							<b>40</b>	<b>40</b>	<b>40</b>

<b>Total Allocated Instructional Minutes</b>	<b>110%</b>	<b>1590</b>	<b>1615</b>	<b>1615</b>	<b>1680</b>	<b>1680</b>	<b>1715</b>	<b>1715</b>	<b>1715</b>
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Up to one-third of each day in the kindergarten schedule may be reserved for students' self-selected instructional activities. The allocated instructional time recommendations presented in column K apply only to the portion of the schedule planned for teacher-directed activities. The time allocations for kindergarten are expressed in percentages to facilitate planning for various kindergarten schedules.

Middle School (Grades 6-8) instructional times may vary from the above schedule in alignment with DPI parameters "to achieve the objectives and allocation of instructional time identified in the curriculum plans." Schools will submit a supportive rationale/philosophy and a revised Instructional Minutes grid for the middle school program if times vary from the recommended schedule.

Health instruction may be integrated into other disciplines as long as curricular content is clearly articulated.

ADOPTED: 4/1/1989; REVISED: 7/15/2019

**Grading Scale for 6-8 Grades:**

98 – A+	92 – 88 B+	79 – 78 C+	69 – 68 D+
98 – 95 A	87 – 83 B	77 – 73 C	67 – 63 D
94 – 93 A-	82 – 80 B-	72 – 70 C-	62 – 60 D-
59 and below	F		

**Archdiocesan Proficiency Scale (K5-3 Grade)**

**3 Proficient**

- Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.
- Student can complete assigned tasks independently.

**2 Developing**

- Student demonstrates partial understanding of grade level standards.
- Student can sometimes complete learning activities without assistance.

### 1 Emerging

- Student needs more time to develop understanding of grade level standards.
- Student can complete learning activities with assistance.

## **Archdiocesan Proficiency Scale (4-8 Grades)**

### 4 Advanced

- Student demonstrates understanding of concepts and skills extending beyond grade level standards.
- Student can independently complete self-directed studies.

### 3 Proficient

- Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.
- Student can complete assigned tasks independently.

### 2 Developing

- Student demonstrates partial understanding of grade level standards.
- Student can sometimes complete learning tasks without assistance.

### 1 Emerging

- Student needs more time to develop understanding of grade level standards.
- Student can complete learning activities with assistance.

Parents of children in grades Pre-3 and K4 should talk to their child's individual teachers for their grading policy.

## STUDENT SUPPORT PROGRAM

Intervention is offered through a variety of support programs and in our overall design for learning. See the St. John XXIII Catholic School Booklet in the appendix for description of these various programs.

Placement in the Student Support is dependent upon a formal evaluation process to determine if the child has a special educational need. This process will be handled by the PWSSD and results will be communicated to the Dean of Student Learning and the principal.

## STUDENT DISCIPLINE

See Probation, Suspension & Expulsion (Appendix F)

## STUDENT LOCKERS

All student lockers are the property of St. John XXIII Catholic School. School personnel have the right to inspect lockers at any time.

## STUDENT RECORDS

There is no distinction in Wisconsin law between custodial or noncustodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and noncustodial parents will have access to the student records for their minor child. The school is to be given a 24 hour advance notice on student records access requests.

## STUDENTS RETURNING TO BUILDING

Students should not return to the school building after school hours for books, assignments, or forgotten objects.

While in the school building for extra-curricular programs, students may not go to their classrooms or other areas of the school not involved in their extra-curricular program.

## STUDENT SUPPORT PROGRAM

### Support Programs

The Dean of Student Learning initiatives accommodating meeting procedures, assessment students, and facilitates the learning disabilities/reading program.

We also have on staff a group of degreed and certified reading specialist teachers who work with students identified as having special learning needs.

Students who need additional educational help are assisted in a number of ways, including:

Our **Dean of Student Learning** is trained to identify and develop programs for students who have been identified with various reading/learning challenges.



## Special Student Accommodation Procedures

The needs of students who may be experiencing difficulties, academically or otherwise, are addressed through an intervention meeting. Intervention meetings are normally initiated by teachers, but can also be at a parent's request. During intervention meetings, the parents and appropriate staff members meet to discuss ways of providing the best possible educational programming for the student. After a plan is implemented, a follow-up intervention meeting takes place to evaluate the progress. Intervention meetings are generally held 3:15 p.m.-3:40 p.m. Both parents (whenever possible) are asked to participate at these designated times so we can work together for efficiency and effective planning.

## Students with Special Needs

Students appearing to have special needs and requiring special programs are evaluated as follows:

1. Child is referred for diagnosis by a teacher or parent.
2. An intervention meeting, which is a discussion with parent, teachers, Learning Support Specialist, special education teacher (public school), principal and private counselor (if a child is seeing one), takes place to determine a plan. Listed below some typical strategies used:
  - a. referral to special education teacher or Learning Support Specialist for individual testing
  - b. direct referral to a local public school for assessment, or to a private evaluative institution
  - c. referral to a professional for individual or family counseling
  - d. recommendation for any combination of the above
3. Programming for the child is dependent upon the findings of the evaluation.
  - a. continual programming with necessary adjustments at St. John XXIII
  - b. placement of child in another setting
4. Follow-up intervention meeting to assess progress

## Enrichment

We make every effort to identify and meet the needs of students who are gifted/talented in K5 - 8 grade. Typically, such identification and programming do not apply to the Pre-3 or 4K Program.

## FLEX

Flex period happens every day of the week for grades 5-8. We have created this time by eliminating our advisory period. We have a fairly simple structure of what curricular area gets priority, and all teachers (core and electives) have access to this time. Electronic share folders are used to keep the staff aware of where students go, and the staff works together to make FLEX time as effective as possible. FLEX time is used for intervention, additional project time, re-teaching, acceleration, and enrichment. Each teacher has the autonomy to determine how they will utilize FLEX each week.

## Social Emotional Coach/Learning (Formally Guidance)

To help foster and support every students' social and emotional intelligence by implementing a school-wide social emotional learning curriculum grades K5-8. Meeting with individual students as needed, small groups, character development classes, Academic and Career Planning through Xello (formally Career Cruising), assist in staff professional development, connect with parents through topic presentations and small group discussions.

## 6131.1: Tutoring

Tutoring is defined as any instruction provided to an individual student, or a small group of students, outside of the regularly scheduled school day. This instruction includes, but is not limited to, core academic areas and the performing arts. Examples: math, piano lessons, vocal lessons.

A parish/school-sponsored tutoring program must meet the following guidelines:

- Tutoring program activity must occur on parish/school campus
- Tutoring program activity must occur under the supervision of the pastor/principal or designee
- Tutoring program activity must be conducted by a parish/school employee or volunteer
- All Safe Environment guidelines must be followed:
  - Two adults present (reasonable proximity) at all times
  - Employee/volunteer must have Safe Environment Certification (background check, Code of Ethics, etc.)
- All financial transactions must flow through the parish/school:
  - Employees are compensated by the parish/school (a contract addendum for a current teacher will be necessary)
  - Program fees, if applicable, are paid to the parish/school

A parish/school sponsoring a tutoring program must develop and publish written program guidelines that include, but are not limited to, the following criteria:

- Person who will provide oversight of the program
- Qualifications of persons who will provide the tutoring
- When (dates and times) the program will be offered
- Specific locations (e.g., classrooms) that will be used for the program
- Attendance verification procedure
- Program fees (if applicable)
- Employee compensation (if applicable)

This policy does not apply to Title I services provided to students by the Local Education Agency (Public School District) or services provided by a 3rd party vendor, such as piano lessons from an independent practitioner.

Athletics and other extra- or co-curricular activities are not covered by this policy.

ADOPTED: 1/18/2019

## TEXTBOOKS

Students are responsible for keeping textbooks in good condition. Students will be required to replace completely or partially cover the cost of any textbooks lost or damaged.

## TRANSPORTATION

### Bus Transportation Eligibility

Bus transportation is provided to grades Pre-3-8<sup>th</sup> by the PWS School District and is equal to that provided to the local public schools. The criteria for busing eligibility are as follows:

- Home address must be in the PWSSD
- Home address must be 1 mile or more from the school

Information on all K4-8<sup>th</sup> grade students eligible for busing is given to the Port Washington/Saukville School District bus provider, Johnson Bus Company, during the summer. It, in, turn sends bus routing information directly to qualifying families.

### Bus Transportation Form – Contracting of Bus Services

Transportation not covered under the policy above can be considered through an individual contract. Individual parent contracts with Johnson Bus Company are arranged through the business manager at Johnson Bus Company (262) 284-5330.

### Bus Transportation Forms – Day Care Provider

If your child qualifies for bus transportation, and you need to make an arrangement for pick up/drop off of your child to an eligible busing location other than your home, contact Johnson Bus Company for information. Please remember that, even in these cases, the child must first be eligible through his/her HOME address in order to qualify for bus transportation.

### Discipline Problems

If problems arise while he/she is on the bus, tell your child to report problems when they occur to the bus driver, who will send a written report to the school. You can also call the principal if the situation warrants immediate action to be taken. Students may be removed from the bus after three discipline notices from the bus driver.

### Transportation Home-Parent Drivers

Please note parents should never drive students other than their own home from school or school-related events without the parent's written permission. A signed note from the student's parent stating the child's name, who is driving the child, and the date it is effective for, is to be brought to the school office. This is for your protection as well as ours.

### Student Transportation Changes

In the case of a change in a student's regular transportation schedule, a note must be sent to the school office. If a student forgets his/her note, we cannot, by law, allow the student to deviate from the regular schedule.

While we understand that occasionally a transportation change may occur during the school day, we ask that a parent notify the office prior to 3:00 p.m. regarding that change. Please do not email transportation changes. Transportation changes arriving via email will not be honored.

### Student Transportation Changes due to Change of Address

The Port Washington School District has implemented a system regarding communication between parents, the bus company and the respective school. All communication regarding a change in address must go through St. John XXIII

Catholic School. Upon notification of a change, the school will then submit the information to Johnson Bus Company for those families eligible for busing. If your busing needs alter due to a change of home address or child care providers, there are specific forms which we will need to fill out and send to Johnson Bus to inform them of these changes. *Please keep in mind that a minimum of 3 days is required to initiate or change any Johnson Bus service.* Therefore, please contact the office at least 3 school days prior to when you need it.

## UNIFORMS

(see DRESS CODE)

## USE OF SCHOOL FACILITIES

Only school/parish sponsored functions can take place on our premises as our insurance covers only those events. No parents, whether coaches, facilitators of school activities, or teachers, can bring family or friends into the building for use that is not part of a regular program.

Contact the parish office to reserve school space for afterschool use including athletic events and meetings. The parish office maintains the school building use calendar and can help you arrange for a room based on your needs. Which will avoid any conflict of building use.

Children should never be in the building unsupervised. If parents are in the school building, children need to be with them; they may not be in the gym, halls, etc. Siblings may not be left after school hours with brothers/sisters who are in the building for scheduled activities. There are too many possibilities for injury.

Anyone using the building for meetings, etc., needs to be responsible for checking all windows and doors. Maintenance staff is not always here. We all need to consider this building like our homes – we do not want anyone in here who should not be.

## VACATIONS

Student

Taking a child out of school for vacation or extended holiday break is highly discouraged. Much classroom work requires teacher explanation or classroom participation before the child adequately learns the material.

If parents decide that a vacation during the school year is necessary, please complete a vacation form, which can be found in the school office.

All students have as many days as they are absent to turn in missing work.

### Parent

When parents leave town and put their children in the care of other adults, please remember to send a note to school notifying the office of this. If this adult has the authority to sign permission slips, school papers, be contacted in an emergency/illness, and/or pick-up your child, you must inform us of this.

## VISITORS

All visitors are required to sign in and out at the school office.

## VOLUNTEER HOURS

Many of the day-to-day activities and events hosted by our school community are possible only because of the dedicated support of our families. We ask our families to thoughtfully consider ways to enrich our school community. Much assistance is required, and a variety of options are available to accommodate all needs.

Historically, our families have committed 25 hours towards volunteer activities each school year. As fundraising is an essential component to maintain our school, 15 of these hours have been dedicated to this cause. We need everyone to help make all our programs and activities a success.

How to volunteer:

Go to this website: <https://sj23.ivolunteer.com/#1>

Follow the online instructions to register for your volunteer events of choice.

Watch for signups in your child's folder or Phoenix Times.

Come to our monthly Home & School meetings.

Ask any Home & School officer for opportunities.

## WEBSITE

Current information regarding the school can be found at <http://stjohn23rd.school/>. In addition our secure school intranet can be found at <http://www.schoolspeak.com>. Click on login in the upper right hand corner.

# APPENDICES

- Anti-Bullying Policy (Appendix A)
- Technology Acceptable Use Policy - Milwaukee Archdiocese/St. John XXIII Catholic School (Appendix B)
- Student Computer Network Responsibilities (Appendix C)
- Dismissal and Drop-Off Procedures (Appendix D)
- Head Lice Procedures (Appendix E)
- Probation, Suspension and Expulsion (Archdiocesan Policy) & DISCIPLINE FORMS (Appendix F)
- Criminal Background Checks for Volunteers who are Minors (Appendix G)
- Asbestos Management Letter (Appendix H)

# APPENDIX A

## ANTI-BULLYING POLICY

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self direction and skills necessary for positive social interaction.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering or visiting.

### Policy Statement

At St. John XXIII Catholic School we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members. Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

SJ23 will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, in order to promote the prevention of bullying behaviors within our school community.

SJ23 will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern.

SJ23 will treat seriously any reports of bullying behaviors or concerns. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school discipline cycles, and in some cases may result in suspension and/or required withdrawal depending on the nature of the infraction.

### Prevention and Education

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:



Bullying:

Bullying is **deliberate** or **intentional** behavior using words or actions, **intended to cause fear, intimidation, or harm**. Bullying is a **repeated behavior and involves an imbalance of power**. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being.

Physical Bullying:

Using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying:

Directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

**Relational Bullying:**

When a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

Cyber Bullying :

The use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and email, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or MySpace, forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

## Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or to a teacher or school counselor who will be responsible for notifying the the building principal.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the target(s) and the aggressor(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to time in office, parent contact, loss of privileges, conference with students, in-school suspension, out-of school suspension or possible expulsion.

The parents of the students involved shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.



## Bullying Incident Report Form

A Destination to... **SERVE. LEARN. LOVE. LEAD....** as Disciples of Christ.

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Repeat infraction? YES NO

**Location of Incident (circle all that apply):**

- |                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Hallway      | <input type="checkbox"/> Gym        | <input type="checkbox"/> Text/Phone/Internet/Social Media     |
| <input type="checkbox"/> Restroom     | <input type="checkbox"/> Lunch Room | <input type="checkbox"/> School Program/School Sporting Event |
| <input type="checkbox"/> Classroom    | <input type="checkbox"/> Playground | <input type="checkbox"/> On Bus                               |
| <input type="checkbox"/> Other: _____ |                                     |   |

Name of Target(s):	Names of Student(s) Bullying:	Name of Bystander(s):

**Type of Bullying:**

- Verbal
- Physical: Result in injury?                      YES \_\_\_ NO \_\_\_
- Reported to School Nurse?                      YES \_\_\_ NO \_\_\_
- Reported to Police?                                YES \_\_\_ NO \_\_\_
- Relational

**Bullying Behaviors (circle all that apply):**

- |   |                        |                           |
|---|------------------------|---------------------------|
| Shoved/Pushed Hit                                   | Punched/Kicked         | Stole/Damaged Possessions |
| Excluded  | Taunting/ridiculing    | Writing/Graffiti          |
| Told Lies or False Rumors                           | Staring/Leering        | Intimidation/Extortion    |
| Demeaning Comments                                  | Inappropriate touching | Threatened                |
| Cyber-bullying using: Text messages/ Website/ Email |                        |                           |

Other: \_\_\_\_\_

**Reported to school by (circle all that apply):**

- Teacher      Student      Bystander      Victim/Target      Parent      Bus Driver
- Anonymous    Other: \_\_\_\_\_

**Describe the Incident:** \_\_\_\_\_

---

Physical Evidence?    Yes    No

Notes            Email            Graffiti            Video/audio    Website            Other: \_\_\_\_\_

**Actions Taken:**

Consequences: \_\_\_\_\_

Remediation: \_\_\_\_\_

Referral for additional support services: \_\_\_\_\_

**Parent/Guardian Contact:** Date \_\_\_\_\_ Time \_\_\_\_\_

**Person making contact:** \_\_\_\_\_

**Result:** \_\_\_\_\_

**Reported by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



A Destination to... **SERVE. LEARN. LOVE. LEAD....** as Disciples of Chris

## Bullying Incident Follow-Up

Follow-up Conference: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Conducted by: \_\_\_\_\_

People present:

Administrator:	Parent(s):	Other:
Counselor:	Father Pat:	
Teacher(s):	Student(s):	

According to student the situation is:(Circle)

Better                      Worse                      No different

Conference Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Contact:    Yes    No

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person making contact: \_\_\_\_\_

Additional Actions/Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Character Strong

SJ23 Character Strong Mission: A Destination to SERVE. LEARN. LOVE. LEAD...  
as Disciples of Christ.

**Serve:** perform duties or services for (another person or an organization).

( CharacterStrong: selflessness)

**Citizenship:** Student demonstrates responsibility for self and community through awareness, social responsibility, and engagement.

- I can follow the directions given by my teacher.
- I can follow directions during group activities.
- I can follow school rules and expectations.
- I can support friends or teachers when they need help.
- I can make positive behavior choices in many different spaces.
- I can organize my materials so I am ready to learn.
- I can respect property.
- I can respect myself and others.
- Follows rules and procedures
- Work ethic
- Catholic values

### Collaboration

- Willing to work positively and respectfully with others
- Cooperates, teamplayer, interdependent, flexible, compromise with others, open minded, collaborates with others, share opinion with others, respectful of others in learning environment

### Learn:

Gain or acquire knowledge of or skill in (something) by study, experience, or being taught  
(CharacterStrong: Patience, humility)

### Learner Engagement

- Active in learning (Oral/Visual/Kinesthetic)
- Active participant, cite evidence, ask questions, engaged in lessons, seeks to improve, participate, positivity towards learning, motivated learner, follow directions, on-task, take initiative, attention to detail

### Reflective Learner

- Active in learning (Oral / Written)
- Self-evaluates; applies feedback; knows and understands who they are as a

learner; accepts and internalizes feedback; finds the good

### **Problem solving - Critical Thinking**

- Try many ways to solve a problem
- Analyze ideas, draw conclusions, problem solver, accepts critical feedback, realist, deep thinker, asks questions, creative, generates own ideas, works independently, challenge my thinking, reflect on learning, goal setting, supports thinking with evidence, learns from mistakes

### **Love:**

An intense feeling of deep affection for one's self and others.

(CharacterStrong: Kindness, Respect, Forgiveness)

### **Respectful:**

- Thoughtful of peers, staff, self, and belongings
- Safe and ready
- Listens to teacher or peers and responds to feedback
- Kindness

### **Discipleship**

- Promotes Catholic Values & Identity
- Faithful; living; heart; love; fellowship; growing; Christ-Like; prayerful; spirit

### **Lead:**

The initiative in an action; an example for others to follow

(CharacterStrong: Commitment, Honesty)

### **Responsible:**

- Have work and belongings ready
- Have work done
- Bring materials home/back to school
- Takes ownership of their learning
- A disposition for preparation
- Organizes and prioritizes tasks to complete assignment
- Displays self-discipline
- Stays focused on task

### **Perseverance**

- Always willing to try / Never gives up
- Willing to take risks and make mistakes; stick-to-it-iveness; focus on growth; strives to reach full potential

## Communication

- Communicates effectively
- Uses different mediums effectively sharing information
- Respectfully listens to others, receives feedback, presents information effectively, contributes to conversation by sharing and asking questions, stays on topic, uses appropriate tools to communicate ideas

## ALL Tier 1: (Proactive, instilling good character, ALL STUDENTS AND STAFF)

1. 3-5 School values
2. Universal SEL Curriculum ( CharacterStrong)
3. Intentional proactive classroom management
4. Positive behavior expectations set
  - a. System for recognizing students who are doing things “right”
  - b. Monthly Assemblies (Awards for students who have demonstrated serve, learn, love, or lead)





A Destination to... **SERVE. LEARN. LOVE. LEAD....** as Disciples of Christ.  
(Minor Discipline Form)

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

**School Expectation Broken:**    **Location Expectation was Broken:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Respect        | <input type="checkbox"/> Learning Environment | <input type="checkbox"/> Open Gym/Outside |
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Hallway              | <input type="checkbox"/> Restrooms        |
| <input type="checkbox"/> Kindness       | <input type="checkbox"/> Cafeteria            | <input type="checkbox"/> Bus              |

**Specific Behavior by Student:**

- |  |   |
|--|---|
| <input type="checkbox"/> Inappropriate Language  | <input type="checkbox"/> Inappropriate Physical Contact |
| <input type="checkbox"/> Disruption              | <input type="checkbox"/> Property Misuse                |
| <input type="checkbox"/> Defiance/Non-compliance | <input type="checkbox"/> Dress Code Violation           |
| <input type="checkbox"/> Other: _____            |   |

**Brief Description of Incident:**

\_\_\_\_\_  
\_\_\_\_\_

**Steps Taken Prior to Report Completion:**

1. Name behavior and state expectation
2. Reteach and model expected behavior
3. If compliance, give positive verbal acknowledgment
4. No compliance, choice given to comply or potential privilege removed
5. If non-compliance, incident report completed
6. Send home-parent sign and return
7. Prayerful reflection

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX B

### ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS for the Archdiocese of Milwaukee

Computing, data storage and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees and others affiliated with the school. The equipment, software and network capabilities provided through the school computer services (technology committee) are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using email capabilities to facilitate distance learning projects.
- Using newsgroups to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable use(s) of these resources include but are not limited to, those users that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without written permission of the author or creator through school email or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages or images, cartoons, or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the school. It

is also illegal for anyone to knowingly allow any telecommunication facility under their control to be used for the transmission of illegal material.

## APPENDIX C

### STUDENT COMPUTER NETWORK RESPONSIBILITIES

(As recommended by the Archdiocese of Milwaukee)

#### Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The computer network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. **Access to the computer network and the internet is a privilege, not a right.** Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they are exposed to other information sources such as television, telephones, movies, radios and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Damaging computers, computer systems or computer networks
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

- Employing the network for commercial purposes
- Going to social sites
- Emailing other than for school purposes

Depending on the violation, one or more of the following sanctions may be invoked:

- Loss of access to the equipment
- Additional disciplinary action
- Notification to law enforcement agencies

**Note: St John XXIII's Acceptable Use Policy is a separate document that must be read, signed and turned into the school office(s).**

## APPENDIX D

### DISMISSAL AND DROP-OFF PROCEDURES

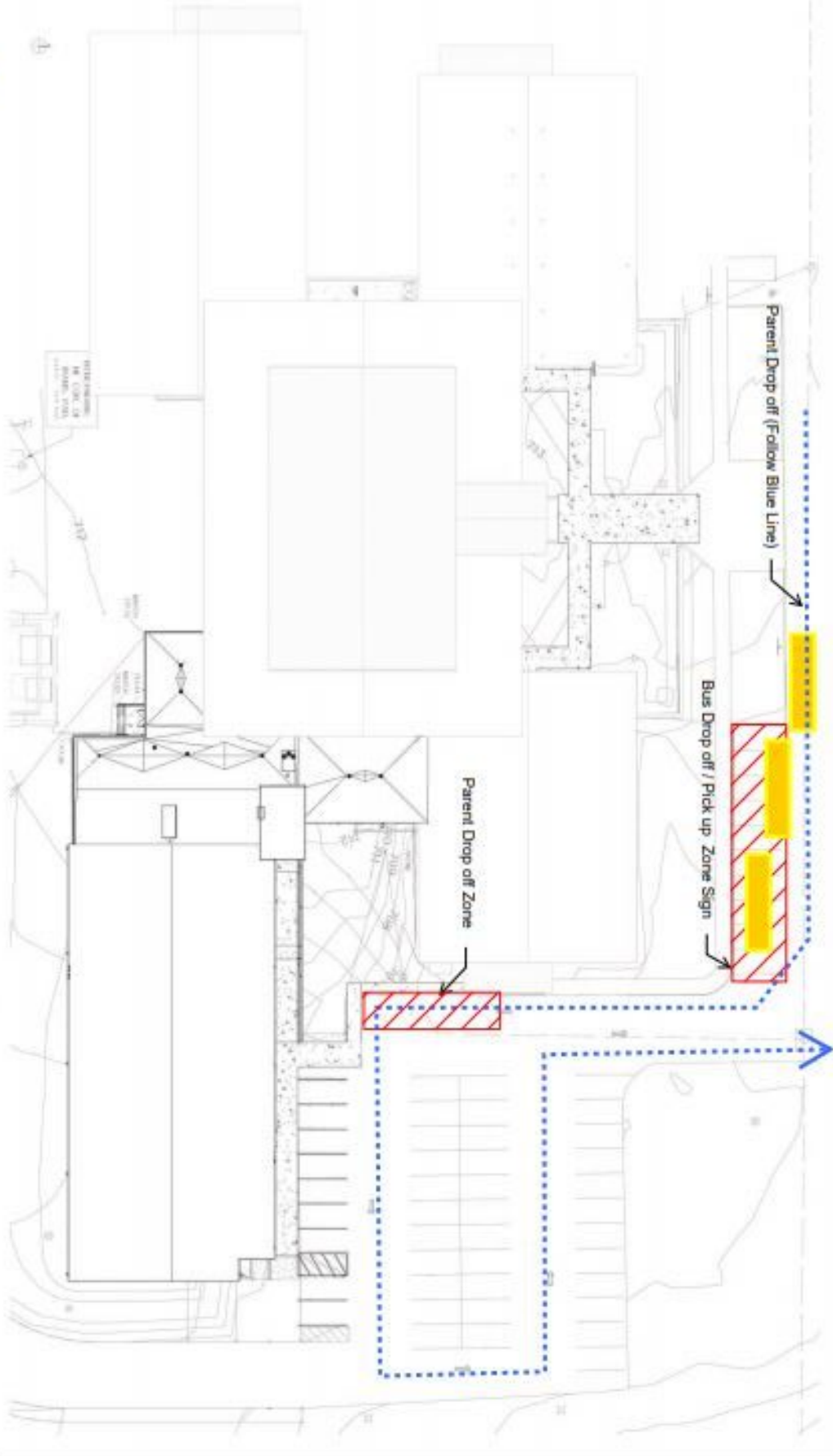
Parents MAY NOT park in the school parking lot at any time *during the school day*.

#### End of the Day Dismissal

All students in K4 PM and K5- 8th grade are dismissed at 3:30 p.m. Parents picking up students at the end of a school day should refer to the Pickup/Parking Procedures.

Students riding bikes must walk their bikes on the sidewalk in front of school. If crossing the street, bikers are to walk their bikes across the street, crossing with the crossing guard. No child shall cross Wisconsin Avenue unless escorted by a crossing guard.

Many things are occurring after school and staff cannot be responsible for late pick-ups. The situation of children being picked up late should be the exception.





## APPENDIX E

### HEAD LICE PROCEDURES

#### Guidelines for Students Infested with Head Lice/Nits

- When a student is suspected to have head lice or nits, the parent/guardian will be contacted to arrange for the student to be transported home.
- An Ozaukee County Public Health Department fact sheet on lice treatment will be given to the parent/guardian.
  - It is the responsibility of the student's parent/guardian to confirm if the child does have lice, to administer the proper treatment and to remove all nits from the student's hair.
  - It is necessary that the parent/guardian monitor the student daily for at least two weeks for any signs of reinfestation (nits or live lice).
- Upon completion of the treatment and nit removal, the student may return to school.
- In the event of a confirmed case of head lice, the school will notify all parents stating the information and encouraging them to take appropriate steps for their children.

## **APPENDIX F**

### **PROBATION, SUSPENSION AND EXPULSION**

#### **Probation, Suspension, and Expulsion**

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

#### **Probation**

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for a minimum of one semester.

### Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and
- offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

### Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

### Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented

and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

### Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

### Alternatives to suspension and expulsion:

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation

- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

ADOPTED: 3/2/1990; REVISED: 10/1/2018

## **APPENDIX G**

### **CRIMINAL BACKGROUND CHECKS**

#### Minors-Volunteers

The Wisconsin DPI defines an employee using Wis. Stat §108.02(12). A volunteer is not considered an employee unless they are receiving compensation directly from the parish/school or indirectly from a 3rd party. According to the DPI Private School Choice Programs & Special Needs Scholarship Program Informational bulletin 02-03 (Rev. July 2018), a volunteer does not need to complete a criminal background check, but the practice of completing criminal background checks is highly encouraged for volunteers. In the Archdiocese of Milwaukee we require criminal background checks to be performed on all adult volunteers that have contact with minors in a school or parish. We do not currently require criminal background checks to be performed on a minor that is volunteering in the parish or school.

## APPENDIX H

### Availability of Asbestos Management Plan

St. John XXIII Catholic School has been inspected for asbestos-containing building materials. Its management plan has been submitted to the State of Wisconsin for review in compliance with Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective October 1987. Schauer & Associates, not Onyx Special Services, has been contracted to perform the required 3 year re inspections and insure compliance with EPA (Environmental Protection Agency). This letter is part of that compliance.

The management plan shall be available for inspection during normal business hours in each school's administrative office. There will be no restriction as to who will be allowed to review the plan, and there will be no cost involved. Due to the size and complexity of this document, you may require assistance of a staff person familiar with the plan during your examination of the document in our offices.

Copies of the plan or parts of the plan may be requested in writing and will be made available within thirty (30) days. A fee for labor and duplication cost will be charged and is to be paid in advance.

Any response action outlined by the plan has been performed in a timely manner. Mandatory six month periodic surveillance will be performed by personnel of the school or by personnel from Superior Special Services. This service will continue every six months, as will three year re inspections.

These activities do not mean that there is an asbestos problem in our schools. Asbestos related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93.

Designated Person





## 2017/18 PARENT COVENANT

St. John XXIII Catholic School (SJ23) is a parish school. It was established and is supported by the members of St. John XXIII Catholic Parish as part of its mission of growing the Catholic faith in its community and assisting parents in fulfilling their desire to raise their children in the Catholic tradition.

As a parent, I/we realize that a Catholic education is a gift, not a right. I/we realize and agree that a high quality Catholic education requires and depends upon the commitment and cooperation of all families that choose to attend SJ23. It is this understanding and giving spirit that ensures our success.

In recognition of my/our understanding of the commitment required for an education at SJ23, I/we enter into this agreement for the 2019/20 academic year and agree to the following:

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Parent(s) Name (please print)

### Obligations and Responsibilities of All Parents

#### Educational Support

Parents are expected to partner with the school in establishing family routines and priorities that support their child(ren)'s academic, social, emotional, and spiritual development.

#### Parish Support

All parents are expected to contribute to the success of the parish by attending Mass and being active contributing members of the community.

#### Tuition

All parents are expected to enroll in our tuition management program FACTS and make tuition payments promptly according to the selected plan.

### Financial Support

It is expected that all parent members of the school community contribute to one or more of the fundraising programs that subsidizes the cost of education. These include the Annual Fund, The Key Event, or one of the other Home & School fundraisers. Your level of support should be at a level consistent with your income and gratitude.

### Policies

Parents agree to adhere to the policies as written in the SJ23 Parent and Athletic Handbooks.

### Home & School Association

Parents agree to support H & S's programs and activities. Each parent also agrees to complete two volunteer assignments each year and understands that such activities may require completion of "Protecting God's Children" safe environment training.

### School Advisory Board

Parents agree to stay well-informed of the board's initiatives.

### Mandatory Parent Nights

Parents agree to attend two mandatory parent events: Back to School Night and first quarter parent/teacher conferences.

### Worship & Celebrations

All Catholic parents are expected to worship and celebrate the sacraments of their parish, thus serving as role models for their children.

### Time & Talent

All Catholic parents are expected to help further the mission of their parish by sharing their time and talents.

### Financial Stewardship

In gratitude for all that God has given us, all Catholic parents are expected to support the mission of the parish by making an annual stewardship gift.

This covenant must be signed and turned in at registration along with the family registration fee. A copy of this agreement will be kept on file and the signed original will be returned to you for your records.

I/we understand and accept the obligations and responsibilities outlined above in this covenant.

I/we fully intend to support the programs and policies of St. John XXIII School, to participate in the activities of the parish and the school, and to provide financial support at a level that I/we believe reflects my/our gratitude to God and for all we have.

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Parent Signature

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Date

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Parent Signature

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Date

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Principal Signature

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Date