



SETON
CATHOLIC SCHOOLS



ST.CATHERINE

Respect Reverence Responsibility

A SETON



CATHOLIC SCHOOL

St. Catherine Catholic School
Family Handbook 2023-2024

****This document is an addition to the [Archdiocese Policy Guide](#)****



St. Catherine School School Handbook Acknowledgement

I _____ (Parent/Guardian) have received and read the St. Catherine School handbook for the 2023-2024 academic school year.

I understand that if my child's actions or behavior are in violation of any of these policies he/she will face any and all disciplinary action described.

I understand the policies and procedures given to me and agree to adhere to all school policies.

St. Catherine school is committed to reviewing its policies continually and reserves the right to review and change its policies at any time.

Guardian Signature

Date

Guardian Signature

Date



Seton Catholic Schools	5
Welcome from the Principal!	6
Expectations for our School Community	7
School Contact Information	8
School Schedule	9
Daily Schedule	9
Extended Care Hours	9
School Procedures	10
Arrival / Dismissal Procedures	10
Drop Off & Pick Up of Students	10
Walking	10
Parking	10
Trimesters Calendar & Dates	11
Curriculum & Instruction	11
Seton Catholic Schools Curriculum	11
Grade-Level Schedules	12
Standards-Based Grading (5121)	14
Homework Guidelines (6154)	14
Field Trips	14
Retention Guidelines (5123)	14
Assessments (5120.1)	14
Social Emotional Learning	14
Additional Counseling School-Based Services	15
Religion and Mass	15
Religious Activity Opt Out	16
Safe Environment Education (6141.12)	16
Attendance Policy (5112)	16
Absence Types & Definitions	16
Absence Communication	16
Attendance Supports Plans	17
Behavior Policies in Seton Catholic Schools	18
Code of Conduct	18
Probation, Suspension & Expulsion Policy (5144)	18
Bullying and Harassment Policy (5131.1)	21



Reporting Procedure	22
Communication	23
School Information, Newsletters & Websites	23
Change of Address and Emergency Information	23
Consent for Photo, Video, and Audio Use (1112)	23
Inclement Weather: Snow Days, Heat Index Days, and Early Closure (6111)	24
Enrollment	25
Custody (5124.2)	25
Tuition, Payment & Obligations (3204.1)	25
Tax Deduction for Tuition Expenses (3240)	26
Wisconsin Parental Choice Programs (5110)	26
Student Records (5125)	27
Volunteers	27
Screening, Background Checks & Training (6153)	27
Parent Groups	28
Fundraising	28
School Guidelines	28
Accounting of Funds	28
Sale of Food	28
Student Fundraising (3270)	29
Fundraising & Volunteerism (3281)	29
Health	30
Sick Policy	30
Accident Procedures	31
Communicable Diseases (5141.2)	31
First Aid	31
Excusing Students from Physical Education Classes	32
Head Lice	32
Students with Food Allergies (5141.4)	32
Health Examinations and Immunization (5141.31)	32
Medication (5141.5)	33
Extended Care	33
Technology	34
Acceptable Use of Technology (6162)	34
Chromebooks	35
Personal Electronic Devices (6162)	35



Guidelines for Use of Social Media (6162)	36
Student Policies	37
Cell Phone Policy	37
Dress Code (5132)	37
Drug & Alcohol (5144)	37
Search & Seizure (5145.2)	38
Weapon-Free Zone (6114.6)	38
Safety & Security	38
Asbestos (5140.11)	38
Safety Drills (6114.1)	39
Emergency Communication	40
Emergency Notification System	40
Mandatory Reporting of Child Abuse and Neglect (5140.1)	40
Mandatory Reporting of School Violence (5140.12)	40
Visitors (1250)	41
Extra Curricular	41
Athletics (6145)	41
Building Use & Planning	41
Extra Curricular Activities (6145)	41
School Wellness Policy	42
Non-Discrimination Statement	42



Seton Catholic Schools

Seton Catholic Schools has built a strong Catholic School community, focused on our faith coupled with high level instructional models. Seton Catholic Schools remain committed to upholding and growing our belief in a faith based, equitable, high engagement Catholic education.

Mission

Seton Catholic Schools is a transformational educational system committed to overcoming social and academic challenges, empowering students, families and educators to attain their God-given potential.

Vision

Seton Catholic Schools provides exceptional Catholic educational opportunities in the classroom and in the community to empower students and positively impact their families and their neighborhoods.

Core Values

Joy: We rejoice in God's love and share it generously. We believe teaching, learning and personal growth are best nourished in joyful and engaging schools

Transformation : We believe in the power of God's grace to transform our lives and in the potential for Catholic education to transform society. We embrace opportunities to reflect, grow and strengthen ourselves and our school communities

Community: We are deeply rooted in the community. We collaborate with parents, parishioners and each other to empower our parish communities and neighborhoods

Service: We are committed to placing our personal God-given gifts at the service of others, especially the most vulnerable within our community. We believe that God calls us to share our time, talent and treasure to improve the lives of those around us.

All In: We have chosen to be part of this community, are dedicated to its success and work passionately to advance our shared mission. We are united in responsibility for ensuring that students receive an education for life.

Justice : We strive to be a just community and advocate for the God-given dignity of everyone we encounter. Catholic teachings inspire us to lead socially responsible lives, and we encourage this in one another



Welcome from the Principal!

Dear Parents/Guardians;

Welcome to the 2023-24 school year here at St. Catherine. I hope this letter finds you rested, rejuvenated, and ready to go. I continue to count it a privilege and a blessing to be a part of the mission set before us at St. Catherine's to educate students in service to GOD through our core teaching of Catholic Faith. To promote pride, academic excellence and personal responsibility, preparing students for life-long learning and faith filled living! With such an important mission before us, commitment and communication will be important as we strive to do what is best for our students.

As your principal, I am honored that you chose St. Catherine. I will always be available to you and your family, either by phone or a school visit. I look forward to this new school year with great expectations. It is my goal that growth be our target. Growth in academic achievement, growth in parent/teacher communications, growth in everyone's Christian character development and growth in fine-tuning what can make this school a great school where excellence is the norm!

The pursuit of excellence is never a matter of simply choosing what is good or bad, but of choosing what is best because it will enable us to accomplish what God has designed us to be and to do.

I look forward to pursuing excellence with you, your students and the entire St. Catherine family!!!

It is a pleasure to serve,

E. Di Domizio (Mr. D.), M.A. Ed.
Principal



Expectations for our School Community

St. Catherine Catholic School Students Will:

- Be responsible for knowing their schedule and will be on time each day
- Follow their teacher's guidelines and academic expectations
- Work with integrity, meet deadlines, do your best!
- Treat peers and teachers with respect
- Plan and organize with guidance from teachers and parents
- Use technology respectfully and as guided by teachers
- Have the tools you need each day to participate and be successful (pencils, paper, crayons, etc...)
- Be in uniform daily

Note: Any inappropriate use of technology will result in an immediate meeting between parents and principal and may result in disciplinary action.

St. Catherine Catholic School Families Will:

- Have their children to school on time daily (if child is ill, communicate illness to office...see attendance policy)
- Establish a home and or school routine that promotes productive learning
- Maintain contact with their child's teacher
- Encourage and ensure students complete the teachers' required assignments or activities
- Ensure completion of technology requirements (Zearn, Lexia, IReady, etc..)
- Ensure completion of homework assignments
- Provide opportunities for students to share what they are working on
- Monitor use of technology and communicate any concerns to school principal

St. Catherine Catholic School Teachers and Leaders Will:

- Engage with students
- Deliver lessons, tasks and activities that are standards aligned, engaging, encourage participation and develop critical thinking (teachers)
- Offer timely feedback on student work (teachers)
- Communicate in a consistent fashion, reply to emails promptly
- Provide office hours via phone, Zoom or email (Leaders: daily; Teachers: weekly)
- Uphold the Seton Catholic Schools Layers of Protection to ensure student and staff safety while in school
- Be present and all in each day to provide students consistency



School Contact Information

Mr. Ernie DiDomizio	Principal	edidomizio@saintcatherine.org
Mrs. Love	Assistant Principal	jenell@saintcatherine.org
Ms.CC (Cynthia Caldwell)	Dean of Operations	ccaldwell@saintcatherine.org
Mrs. Chela Downey	Administrative Assistant	cdowney@saintcatherine.org
Mr. Frank EdGEWORTH Mr. Edward Richerson	Director of Northside Associate Director of Northside	fedgeworth@setoncatholicschols.org ericherson@saintcatherine.org
Mr. Joshua Murrell	Maintenance	jmurrell@saintcatherine.org
Ms. Yalonda Franklin	Food Service	yfranklin@saintcatherine.org
Mrs. Tina Kyles	Director of K3/Extended Care	tkyles@saintcatherine.org
Ms. Emily Blinkhorn	K4	eblinkhorn@saintcatherine.org
Ms. Nekia Landers	K5	nlanders@saintcatherine.org
Ms. Northcut	1st Gr	vnorthcutt@saintcatherine.org
Ms. Sara Ellis	2nd Gr	sellis@saintcatherine.org
Mr. Anthony Ashley	3/4 Gr	aashley@saintcatherine.org
Ms. Dayna Gramoll	5th Gr	dayna@saintcatherine.org
Ms. Dayna Gramoll	6th Gr	dayna@saintcatherine.org
Mr. William Crass	Middle School/Master Teacher	wcrass@saintcatherine.org
Mr. David Cottrell	Physical Education	dcottrell@saintcatherine.org
Keba and Patricia Sumnicht	Music Teacher	
TBD	Art Teacher	TBD

Fr. Peter Patrick Kimani	Pastor	ppkimini@saintcatherine.org	414-445-5115 (Tues. & Friday)
Deacon Ralph (Jane) Kornburger	Baptism/FoodPantry	rkornburger@saintcatherine.org	414-445-5115 (Tuesdays)



Mrs. Tonya Johnson

Director of Admin.

tjohnson@saintcatherine.org

414-445-5115, ext 204

School Schedule

Daily Schedule

All SCS will have the following school day hours for the 2023-2024 school year. The hours are:

6:00 a.m.	Morning Care Begins
7:40 a.m.	Breakfast Begins
8:00 a.m.	Prayer and Morning Meeting
8:05 a.m.	Instructional Day begins
3:15 p.m.	Dismissal
6:00 p.m.	Aftercare Ends

Extended Care Hours

6:00 a.m.	Morning Care Begins
7:40 a.m.	Morning Care Ends
3:15 p.m.	Aftercare Begins
6:00 p.m.	Aftercare Ends



School Procedures

Arrival / Dismissal Procedures

Students should arrive at school for the first bell at 7:40 a.m. **Do not drop off your children in the morning before 7:40 a.m. unless they are registered with our Cougar Camp program which begins at 6:00 a.m.** The school is not responsible for any playground activity before the opening of school in the morning. Once the students arrive on the school playground they may not leave the area for any reason. All students are expected to enter into the building through the **'Playground' (Door F)** unless already present within Cougar Camp upon the doors opening at **7:40 a.m.** Students will go directly to the cafeteria to eat breakfast between the times of **7:40 and 8:00 a.m.**

Teachers dismiss classes promptly at 3:15pm each day. Students are expected to leave the building in an orderly manner. They are not permitted to remain in the classrooms, corridors or on the school premises after dismissal. Weather permitting, All classrooms have a designated area to stand on the playground for dismissal. During inclement weather, all classes will remain in their room and wait for their names to be called by an adult over the walkie talkie. When dismissed, **Students are to go directly home after school.** Once leaving, the students may not re-enter the building. **If a student is repeatedly not picked up by 3:30 pm** and a parent cannot be contacted, **a school representative may bring the student to the Milwaukee Police Department District 3** and/or contact the Department of Child Protective Services. **Normal supervision begins at 7:40 a.m. and ends promptly at 3:30 p.m.** If 3:15 p.m. is not a convenient time for you to pick your child up for school, we do have **Cougar Camp**, a State licensed group child care on-site open until 6:00p.m. Please check in with the school office for required paperwork and fee payment options.

Any child not picked up by parents by 3:30 PM will be sent to ECP (if they are registered), and parents will be charged by the Extended Care Program. Children are not to loiter on the playground after school. For reasons of safety, loitering is not allowed either before or after school. It is the parent/guardian's responsibility to have their children on the school premises only during the times of normal supervision. If students are not registered for ECP, they will report to the school office and parents will be charged *\$10 for each child for each 15 minutes (or portion of 15 minutes) past 3:30, i.e. if a child is picked up after 3:30 p.m, the parent will owe \$10.00; if a child is picked up at 3:45, the parent will owe \$20.00. This multiplies by the number of children. This should not happen because it is unfair to school staff. If it happens more than once, parents should expect to meet with the principal. Parents will be required to pay all fees and to register their child for ECP in the event that this should occur again. If the school is unable to reach an authorized adult, the police may be notified.*



Drop Off & Pick Up of Students

For reasons of safety, the children **must be dropped off/picked up on 52nd Street next to the playground.** All other entrances will be barricaded. **Please do not park or leave your car in the lanes of traffic, in the alleyway or on the playground.** Parents are strongly urged to be very alert and attentive to students at drop-off/dismissal times. Your cooperation will provide increased safety for our children. Parents are to obey all procedures for drop off and dismissal. If a relative or friend is dropping off or picking up your child, please inform them of our procedure.

- Tardiness and Late drop off
- Signing students in our out of building
- Use of visitor badge when in building
- Approved pick up and emergency contacts

Student Celebrations

Celebrations are held in school at the teacher's discretion and with the knowledge and permission of the principal. Incentives are planned according to each grade level. Our objective is to reward students who have not had disciplinary problems without losing valuable teaching time for those who have had too many disciplinary problems to attend.

Walking

Students who walk to and from school are reminded to do so in a prompt manner with special care taken to their own safety and well-being. Students who walk to school must also be on time. There will be an adult Crossing Guard to direct children coming to and going home from school. For the children's safety, these people are to be respected and obeyed.

Parking

All visitors/parents must park on North 51st Street to enter the main office for school entrance, early dismissal, late arrivals, etc.

For all **events** visitors/parents will park on **52nd Street next to the playground and enter through Door F, located on the Playground.** The playground will not be an entrance for parents/visitors to park.



Trimesters Calendar & Dates

School Trimester Schedule	Begins	Ends
Trimester 1	August 28, 2023	November 17, 2023
Trimester 2	November 20, 2023	March 1, 2024
Trimester 3	March 4, 2024	June 11, 2024

Curriculum & Instruction

To address changing student needs, we have developed a comprehensive educational approach based on best practices from high-performing urban and suburban schools in the region and around the country. Students continue to learn from standards approved by the Archdiocese of Milwaukee and we are shifting instructional practices to ensure high-levels of student engagement.

To accelerate student achievement in foundational skill areas, Seton students participate in 90 minutes of English and Language Arts instruction and 60 minutes of math instruction each day, as well as targeted small group intervention and enrichment.

We are also committed to a holistic education. All students participate in religious, art, music and physical education each week.

Seton Catholic Schools Curriculum

Math: Seton Catholic school students have 90 minutes of math each day. Each math lesson has a whole group, small group, independent work and a digital learning component. Students in 5K-5 use Zearn as the core math curriculum resource. Middle school students use Engage NY and Zearn.

ELA: Seton Catholic school students have 90 minutes of ELA each day. Each ELA lesson has a whole group, small group, and a digital learning component. The ELA lessons use authentic text. Students in 4K-2 grade also have a Foundational Reading Block based on the science of reading.

Science: Science instruction at Seton Catholic schools includes hands-on lab and demonstrations, reading and analyzing text, and developing an understanding of scientific concepts. Amplify Science is used in grades 3-8.



Social Studies: Social Studies instruction at Seton Catholic schools is based on primary sources and integrates Catholic School Teachings. Students at Seton Catholic school become responsible citizens and understand, participate in, and make informed decisions about their world. Achievement First Social Studies curriculum is used in grades 4-8.

Religion: Students at Seton Catholic schools have daily access to Religion instruction and prayer. Students attend Mass and prayer services regularly. In addition to the core religion instruction students participate in grade level service projects, Theology of the Body, and the Archdiocese of Milwaukee Safeguarding curriculum. Our Sunday Visitor is used in grades 5K-8 grade. Younger grades implement Pflaum.

Supplemental Technology Programs: Effective schools also supplement instruction with the best computer-based programs on the market. This combination of whole group instruction, small group instruction, independent work and computer-based programs accelerate learning. Zearn (5K-8) are the supplemental technology programs in Math. iReady (5K-2), Accelerated Reader (3-8) and Lexia Learning (3-8) are used for ELA.

Grade-Level Schedules

Early Childhood (3K, 4K, 5K)

Literacy (ELA)	90 minutes per day
Foundational Reading	45 minutes per day
Math	90 minutes per day
AM Recess	15 minutes per day
Religion	30 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies/Science. Theme Activities	30 minutes per day
Specials (Art, Music, Phy Ed)	20 minutes per day
Intentional Play	30 minutes per day
Rest Time	30 minutes per day
Mass	Weekly

1st-2nd Grade

Literacy (ELA)	90 minutes per day
Foundational Reading	65 minutes per day
Math	90 minutes per day



AM Recess	15 minutes per day
Religion	30 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies/Science	45 minutes per day
Specials (Art, Music, Phy Ed)	45 minutes per day
Mass	Weekly

3rd Grade

Literacy (ELA)	90 minutes per day
Independent Reading	20 minutes per day
Math	90 minutes per day
AM Recess	15 minutes per day
Religion	30 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies	45 minutes per day
Science	45 minutes per day
Specials (Art, Music, Phy Ed)	45 minutes per day
Mass	Weekly

4th-8th Grade

Literacy (ELA)	90 minutes per day
Independent Reading	20 minutes per day
Math	90 minutes per day
Religion	45 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies	45 minutes per day
Science	45 minutes per day
Specials (Art, Music, Phy Ed)	45 minutes per day
Mass	Weekly



Standards-Based Grading (5121)

Standards-based grading is based on the principle that grades should convey how well students have achieved standards. In other words, grades are not about what students earn; they are about what students learn.

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. Effective grading practices are necessary for improved teaching and learning.

Assessment and grading are ongoing processes that guide continuous learning.

3K, 4K and 5K use a narrative reporting tool that is sent home at semester (January and June).

Homework Guidelines (6154)

Homework refers to assignments that require individual work for reinforcement, enrichment, or completion of class-time work. Homework is a responsibility of the student to be done on time (barring reasons such as sickness or vacation). Parents can also check on their child(ren)'s academic progress at any time through PowerSchool.

In case of absence due to a family trip, parents should notify the school office and staff at least one week in advance. In keeping with school policy, teachers will **not** give out homework early to students before a vacation, so students should be prepared to make up missed work upon their return.

Missing Work Due To Absence

- Arrangements should be made for the child to make up work missed during his/her absence. Parents assume responsibility if a pupil falls behind in academic achievement due to extended absence for trips, illness, etc.
- For every school day missed, the student will have one school day to make up schoolwork. After that time, the student will receive an incomplete for any work not completed. Special circumstances due to extended illness or a death in the family will be handled on an individual basis.
- Homework will NOT be given early to students who will be leaving for a vacation that is taken during in-school time.
- If a parent wishes to pick up a child's homework during an absence, the parent should make arrangements with the school office before 9:00 a.m. for pick-up at the end of the school day.

Absences For Family Vacation



Parents/guardians are asked to schedule family vacations when school is not in session. If parents choose to excuse their student from school for a family vacation they are allowed up to 10 days. Parents/guardians must schedule a meeting with school administration for approval and academic plan, all other attendance policies are in effect.

Homework will not be given early to students who will be leaving for a vacation that is taken during in-school time.

Field Trips (6153)

Throughout the year, the school makes an effort to provide various cultural experiences for the students such as plays by professional actors, opera, folklore or musicians. We make arrangements for these professionals to come to the school. These are referred to as “in house field trips”. Students will also leave the building for field trips, always with the permission of the parents/guardians.

Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. 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 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.

Written approval of parent or guardian is required for participation of pupils in field trips and community service activities.

Teachers shall accompany pupils 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 – 15 students, including one or more employees of the school. **All chaperones must be 21 years of age or older and have completed Safeguarding All God’s Family training. If the school does not have your written permission, the students will not be allowed to participate.**

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.

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 pupils to and from school.



Students are not allowed to leave the field trip unless signed out and removed by a parent. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip or community service activity.

A Choice school 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.

Retention Guidelines (5123)

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted several times during the year. There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years. Final decisions on retention will rest with the Regional Directors, in consultation with school administration and Director of Curriculum and Instruction.

Assessments (5120.1)

At Seton Catholic Schools assessments are used to determine progress towards mastery, growth, and areas for acceleration. Students in 5K-8th grade participate in the Measure of Academic Progress (MAP) three times a year in Math and ELA. Students in 3-8 participate annually in the WI Forward Assessment.

Social Emotional Learning

Our school places a high priority on social emotional learning through the following platforms:

- Provide high quality counseling services to Seton students.
- Support counseling instruction (Mind Up, Zones of Regulation, Seven Habits of Effective Students, Restorative Justice, mindfulness, wellness).
- Provide equitable counseling curriculum and experience in local schools and across Seton schools.
- Build a student – counselor/counselor designate/teacher relationship in counseling classes with SEL expression, student interaction, regular contact, and social-emotional support.

Additional Counseling School-Based Services

Student counseling services

1. Student 1:1 clients
2. Student & Family interventions
3. CPS referrals / emergency or concerning situations



4. Small group or grade level sessions, topic related

School Services

1. SEL check-ins with students during school and assist teachers on what to look for with student SEL concerns.
2. Contact students and families that “fall through the engagement cracks” with teachers or school including attendance.

Resources

1. Student Services website
2. Seton partnerships, DPI and community resources

Religion and Mass

Students at Seton Catholic schools have daily access to Religion instruction and prayer. Students attend Mass and prayer services regularly. In addition to the core religion instruction students participate in grade level service projects, Theology of the Body, and the Archdiocese of Milwaukee Safeguarding curriculum. Our Sunday Visitor is used in grades 5K-8 grade. Younger grades implement Pflaum. Mass on Tuesday at 8:30 a.m. All families invited!

Sacramental Preparation

Parents of Catholic students in second grade should contact the Parish Religious Education Program. Although second grade teachers instruct students about First Eucharist and First Reconciliation during religion class, the preparation to receive First Eucharist and First Reconciliation is completed through the Parish Religious Education Program. This preparation requires attendance at several planning meetings.

School Liturgy

School children attend prayer service once a week, on Thursdays. Special mass celebrations are held at times during the year as well. Parents are welcome and encouraged to attend any masses and prayer services. Dates will be announced via monthly calendars.

Teaching the Values of Faith

Religion is a part of the students’ daily lives at St. Catherine School. The students participate in classroom prayer at the beginning, middle, and end of the school day. They also engage in various service projects throughout the year. In religion classes, students will study Catholic teachings, prayer, church history and issues of morality. Our goal is to help our students live their faith as Disciples of Christ, who join in community to worship God and minister to others.

Parental Role In Faith Formation



There are a number of things that parents can do to support their children's religious formation at STC:

- Attend the church of your choice each Sunday. Be an active participating member of the church community.
- Pray together as a family.
- Set a good example of moral behavior.
- Model forgiveness and reconciliation.
- Find opportunities to do service work with your children.
- Ask your children what they are talking about in religion class.

Religious Activity Opt Out

A parent or guardian of a student that attends a Seton Catholic School through the MPCP or WPCP may request that their student opt out of direct religious instruction or religious activity and alternative coursework will be provided. Religious opt out requests must be submitted in writing to the principal.

Safe Environment Education (6141.12)

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year.

Attendance Policy (5112)

Absence Types & Definitions

Students are expected to attend school daily during the scheduled school hours from 7:40 a.m -3:15 p.m.

Present: Students are considered present when they are in school for greater than 50% of the school day which is 3.25 hours or 11:15 a.m.

Absent: Students are considered absent when they are not present for greater than 50% of the school day. (Students will be marked absent half day if they arrive at school after 11:15 a.m and or leave before 12:30 p.m.

- Excused absences include illness, family emergency, medical appointments, legal appointments, funeral or religious services, and documented technical issues
- Unexcused absences include no notification from parent, slept in, and traffic

Tardy: Students are tardy beginning at 8:01 a.m.



Absence Communication

Parents must communicate with the school office regarding their child's attendance based on the following:

- Call the school office before 8:00 a.m. if their child will not be present and state reason for absence (see above for what constitutes an excused/unexcused absence)
- Call the school office if their child will be leaving early or coming in late and state reason
- Check in with the office when picking up a child early to sign the child out.

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. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year. This applies to both in-person and virtual students.

Five absences result in:

- A letter is sent to parents notifying them of the number of absences
- School Counselor/Administration contacts parents to discuss nature both the nature of the unexcused absences and offer support or help
- If absences continue, school counselor and/or administration schedules in-person or Zoom meeting and develops an attendance plan with the parents

Ten absences result in:

- A letter is sent to parents notifying them of the number of absences.
- School Counselor and/or administration schedules a mandatory meeting with parents to discuss the nature of absences with intent to help and support; a formal plan is developed. The satisfactory completion of said plan of action may be used as criteria for enrollment of the student in the school for the succeeding school year.
- School reserves the right to unenroll a student who is not present for 7 consecutive days of the school year and no contact has been made with parent and/or guardian. This is documented through phone calls, emails, and certified letters. If a school implements this policy, a certified letter is sent to the parent/guardian notifying their child has been unenrolled.

Attendance Supports Plans

Schools and families will collaboratively develop Attendance Support Plans for students that reach 15 absences (excused or unexcused).



Behavior Policies in Seton Catholic Schools

Seton School Culture Plan

School culture is more important than ever. The return to in-school education from COVID and the social-emotional adjustments needed by students has highlighted the need for a strong school culture. The Seton family of schools and our 12 individual schools are ready and poised to rise to the challenge of building and strengthening our school culture. Our blueprint for Seton school culture starts with our Catholic Faith and Seton Vision.

Our Seton Vision: *Seton Catholic Schools provides exceptional Catholic educational opportunities in the classroom and in the community to empower students and positively impact their families and their Neighborhoods.*

Our new Seton School Culture Vision: *Seton Catholic Schools is unwavering in its commitment to authentically celebrate students and staff by embracing our diversity- including our backgrounds, beliefs, ideas and experiences. We approach each new day with hope, lifting one another up to be our best selves through integrity and unconditional belief in our students and staff. We are rooted in our Catholic Social Teachings. Our Catholic values guide us, and our heart drives us. We are a family of Catholic parish schools. We are a community. We are Seton!*

With our Seton Culture Vision in place, we used our partner Skyrocket Education to conduct a Seton-wide and individual 12 schools Culture Audit in May 2022. The culture audit included student and staff interviews, parent and school surveys, and an on-site visit. Seton-wide and individual school results were used in creation of our Seton culture plan.

Using our documented need for a strong Seton school culture plan, our vision, and Culture Audit results, we developed our plan with these steps in mind:

Step 1: Commit to Developing a Positive School Culture	Step 5: Focus on Classrooms and School Procedures implemented by Teachers
Step 2: Ensure Equity & Culture Responsiveness	Step 6: Enhance Classroom Management and a Positive Student Experience
Step 3: Create a Strategic Plan for School Culture	Step 7: Strengthen Family Engagement
Step 4: Incorporate Trauma-Informed and Social-Emotional Practices and Resources	Step 8: Deepen Positive Student Engagement



In addition, our Seton culture plan will support our students’ return from their COVID educational experiences including

- Lack of School Norms
- School avoidance tension
- Student & Teacher interaction in large groups
- “Catching Up” academic pressure

Code of Conduct

What components support our Seton Culture Plan in its second year?

**Counseling services in schools have increased* – Counselor tasks include SEL lessons in classrooms, individual & small group counseling services, resources for families, links to community resources, and being a key member of the School Culture Team to find root causes and address student behaviors and celebrations.

**Seton Response to Behavior Framework.* 90% of behavioral responses will be in classrooms led by teachers/staff through positive praise, student redirection, and student consequences. Higher level, repeated or unresolved student behaviors will be addressed by the school leaders and/or culture team through action plans, student consequences, parent/guardian partnerships, classroom re-entry expectations, SEL/counseling support, and more. The Response to Behavior Framework includes:

Behavior Levels	Examples	Where addressed
Level 1	Violation of school rules, minor disrespect, disruptive or distracting behavior, unprepared for class	Classroom by teacher/staff
Level 2, 3 and 4	Serious disrespect, not following consequences, repeated misbehaviors, and other serious infractions	School Office by leaders/Culture Team

**Student Support Plans* to successfully support, implement and improve student academics, behavior, and needs. These plans include the SIP (Student Intervention Plan) and the Restorative Student Behavior Plan, as well as individual student plans..



**School RAP* – detailed routines and procedures that keeps staff and students informed and clear of expectations in frequent and common school routines like school arrival and dismissal, breakfast and lunch, hallway and recess routines and procedures.

**School Joy Calendar and Celebrations* with daily, weekly and monthly celebrations and events for students, staff and families. These positive experiences will develop belief and belonging in the school.

**School Culture Teams* with school leaders, counselor, and staff to deal with Level 2, 3, and 4 infractions. School Culture Teams will plan Joy calendars, support students, communicate with families, and create action plans.

**Student reflection areas* with prayer corners, “cool down” zones, and reflection space to keep students in classrooms and back on academic and behavioral track.

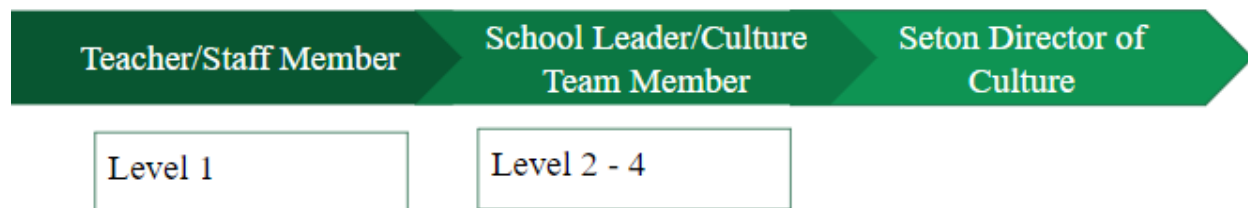
**A Seton Catholic School “Commitment to Excellence”* agreement signed by school staff, students and families with expectations and responsibilities by each group.

**School staff training, professional development, practice and coaching* to successfully implement and improve the Seton culture plan.

What happens if the parents/guardians are not happy with the results or want more of a voice in the process of the Seton Culture Plan?

As with all school-related issues, the first parent/guardian contact should go directly to the school representative involved. For example, Level 1 is the teacher/staff and level 2-4 is the school leader or Culture Team member. If there is dissatisfaction with the Culture results, contact the school leader. Finally, Seton has assigned Paul Hohl as Director of School Culture to support the process as well.

Flow Chart on who to consult on the Response to Behavior process or other School Culture issues.



Seton School Culture planning is based on our Family of Schools Catholic Identity and Seton Shared Values. Our Catholic Identity and Shared Values guide us in all relationships with students and families.



Our Seton Culture Plan is aligned with our Shared Values below focusing on Community, Joy, Transformation, Service, All In & Justice.

Probation, Suspension & Expulsion Policy (5144)

Whenever a student's conduct is such that it demonstrates repeated refusal to obey 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 school attendance.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

- 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

Probation

A student may be placed on probation if in the judgment 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 Seton Catholic Schools Chief Academic Officer/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 ensure objectivity. Members from various sources within the parish/network/school may include current or former parish 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. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- 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. In a network, the Chief Academic Officer, or equivalent, is present for the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president 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 principal (network school) high school dean of students, or vice principal (stand-alone high school)) 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 has 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/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or equivalent at the network level, or school principal 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 the 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. A student who is withdrawn during this phase is considered expelled.

Appeals Process

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/network/school president in writing with rationale for appeal. The pastor/network/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/network/school 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 Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Bullying and Harassment Policy (5131.1)

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school.



Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

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. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure: Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling



- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Safe Environment Program Manager.

Communication

School Information, Newsletters & Websites

The school newsletter will be posted on the school website (www.saintcatherine.org) once a week; it contains articles on field trips, classroom happenings, upcoming important calendar dates, student awards, etc. We know it is important to the students and their parents to see their names in print for positive recognition. This newsletter will be emailed to addresses provided by parents. Those parents without access to email may request a hard copy. This results in a tremendous reduction in paper and energy usage. The school will send home various newsletters and other information in an attempt to keep parents informed of activities, projects, programs, pupil progress, etc. Whenever possible, these forms will also be emailed.

Please make sure to update your email address with the school main office and Class Dojo.

St. Catherine has a comprehensive website and Facebook page for the use by parish and school members, friends, alumni and parents. The website provides access to recent and previous issues of the school newsletter, hot lunch menus, and the parish bulletin, The Chronicle (newsletter), a Special events page, Faculty and Staff listings, and a calendar of school and parish events. All digital and social media continues to improve with new features.

Conferences (5124.1)

Parent/Teacher/Student Conferences are held for all parents in November and February.. **Every parent is required to attend this scheduled conference. Failure to attend this, or any other scheduled conference, may result in expulsion.** *If a parent/guardian fails to attend any scheduled conference, their child will not be allowed to return to school until the conference has taken place.* Parents who wish to send their children to St. Catherine Catholic School must show cooperation and respect for the teachers. Since teachers have the utmost concern for the students, it is mandatory that parents be present whenever a teacher requests a conference. If, at any time, a parent needs to confer with a student's teacher, prior arrangements should be made with the teacher. A phone message may be left with the school secretary during school hours to have a teacher contact the parent at his/her convenience.



Please try to make an appointment to see your child's teacher, as teachers have scheduled meetings or help students after school. Parents are not to call teachers at their homes. The value of conferring with the school cannot be overestimated. **Appointments must be scheduled in advance by mutual agreement with the teacher.** They cannot occur during school hours.

Change of Address and Emergency Information

An emergency form is given to parents at the beginning of each school year and should be returned the first week of school. This form includes the home address and each parent's home and business phone number, as well as the names of individuals the school should contact in the event parents cannot be reached. Any change in this information should be promptly reported to the school.

Consent for Photo, Video, and Audio Use (1112)

From time to time, school staff take pictures or videos of students in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the website. The school keeps a record of students who do not have permission to be photographed. All students including new enrollees receive the photo consent form in their registration packets. Parents/Guardians who wish to change their child's record should contact the office for a copy of the photo release form.

Grievance Procedures for Parents (1312.1)

The parish/school is committed to fostering a process to solve problems or resolve disputes that is simple, accessible, timely, and conducted openly and honestly at all steps. The parish/school is also committed to a process in which there is no reprisal against anyone who brings forward a complaint, grievance, or problem. These steps are designed to ensure that decisions are being made on an informed and consistent basis. A fair and just process upholds the dignity of all individuals involved and has the greatest potential to resolve differences. A grievance which is not raised in a timely manner (generally this should not exceed ten days) will be deemed to be waived. If at any time either party to the grievance appeals to the civil courts for resolution, the grievance will be suspended, pending the outcome of the court action or a change in the status of the employee. Grievances no longer have to be identified as contractual or non-contractual because all grievances will be accepted at the Archdiocese if they cannot be resolved at the local parish/school. It is intended that this grievance procedure will provide for a timely resolution of the dispute and good faith efforts should be made to conclude the process within thirty days or less. **If at any time the grievant believes that the process is not being followed, he/she shall contact the Office for Parish and School Personnel. Please contact Frank Edgeworth, the Director of Northside Schools, at FEdgeworth@setoncatholicschools.org or Edward Richerson, the Associate Director of Northside Schools at ERicherson@setoncatholicschools.org**



Distribution of Flyers, Letters, Ads, Yard Signs,

Please consult the school office for the correct procedure before sending any communication to the families of the school. No one may distribute flyers, letters, ads, etc. without the prior consent and approval of the school office and the principal. Digital copies of flyers, information to be included in the mailer, or ads need to be shared to the office email, NO LATER THAN 8:00 am Monday of the week it is to be published.

Inclement Weather: Snow Days, Heat Index Days, and Early Closure (6111)

In the event that schools are closed for the day due to weather conditions, every effort will be made to contact parents/guardians through the school based system (i.e. Bright Arrow). Please ensure that all contact information remains up to date throughout the school year to avoid missing important communications. Parents/guardians are encouraged to listen to local radio and television stations for weather related announcements. Closing school due to severe weather conditions is coordinated with the Milwaukee Public Schools. Each Seton Catholic School will also call in their closing following the announcement from MPS. In the event of multiple inclement weather days in a year (greater than two), we will ask our students to take chromebooks home in order to access remote learning to ensure that instructional hours are met and the school year will not have to be extended. Seton Catholic Schools will report to the following stations:

- WTMJ Channel 4 television; www.wtmj4.com
- WISN Channel 12 television; www.wisn.com
- FOX Channel 6 television; www.fox6now.com



Enrollment

Eligibility

All students who meet the eligibility criteria, and when there is space available, will be admitted into St. Catherine School. Families seeking enrollment at St. Catherine school will be registered, or placed on the appropriate grade waiting list(s), upon completion of all registration materials. Families enrolling through the Milwaukee Parental School Choice Program or the Wisconsin Parental School Choice Program are registered in accordance with the regulations established by the Department of Public Instruction. Families are encouraged to register during the February Priority Registration Period. A grade level must be stipulated at the time of enrollment, to ensure grade placement.

Students must be 3 years old on or before September 1 in the year he or she proposes to enter school to enter 3 year old kindergarten. Students must be 4 years old on or before September 1 in the year he or she proposes to enter school to enter 4 year old kindergarten. Students must be 5 years old on or before September 1 in the year he or she proposes to enter school to enter 5 year old kindergarten.

Custody (5124.2)

Parents or guardians who maintain primary physical placement of a child must submit a copy of the court decree to the school office upon receiving such an order or upon admission, When the court has issued an order affecting the placement of a child pursuant to Wisconsin Statute 767.24 (or similar statute in another state) copies of the student progress report (report cards) should be issued to both parents or guardians in conformity with Wisconsin Statute 118.125(2) (a) unless one parent or guardian has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4). In this case, no student information will be provided to the parent or guardian who has been denied periods of physical placement, following Wisconsin Statute 118.125(2) (m).

Tuition, Payment & Obligations (3204.1)

Tuition rates are set by the school and approved by Seton Catholic Schools, the Board of Directors and/or Parish Advisory groups. Rates are communicated in February as enrollment commences for the new academic school year. Families may choose to pay tuition in full by August 1 or use a monthly payment plan through the school's tuition management system. School office teams will support families through the enrollment process.

The school makes every effort to provide an affordable quality, Catholic education centered to our students. The school cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. If parents find themselves in financial difficulty and are concerned that prompt payment of tuition may be an issue, it is important to speak to the



school principal in a timely manner to discuss whether alternate payment arrangements might be made until the financial situation improves. The school has the authority to deny admission to the school if balances are not paid in full prior to the start of a new school year. Additionally, delinquent accounts may be turned over to a collection agency.

Tax Deduction for Tuition Expenses (3240)

Tuition expenses paid by a parent/guardian for a dependent child at a private K-12 school are eligible for a tax deduction. A person may claim the deduction for payments made toward a pupil's tuition and mandatory book fees up to the amount allowed under current law. If the child receives a scholarship or financial assistance from the parish/school, the taxpayer can only claim the expenses they have actually paid. Tuition does not include amounts paid with a voucher or any amounts paid out as a separate charge such as supplies, registration, extra-curricular fees, meals, etc.

Wisconsin Parental Choice Programs (5110)

All Seton Catholic Schools are a participant of the Wisconsin Parental Choice Program and the Milwaukee Parental Choice Program. Returning families are required to reapply each year.

Milwaukee Parental Choice Program (MPCP): The Milwaukee Parental Choice Program (Choice) allows students from families who reside in the City of Milwaukee to attend any participating private school located in the city at no charge if certain eligibility criteria are met. The Milwaukee Choice Application Process opens from the 1-20th of each month with the exception of December and January.

Wisconsin Parental Choice Program (WPCP): The Wisconsin Parental Choice Program Program (WI Choice) allows students from families who reside outside the City of Milwaukee to attend any participating private school at no charge if certain eligibility criteria are met.

Special Needs Scholarship Program (SNSP): Enrollment in the Special Education program requires an Individual Education Plan (IEP), an Individual Service Plan (ISP), or a Private School Services Plan (PSSP). New and continuing SNSP students need to provide proof of residency documentation, and cooperate with the school and public school district to provide documentation of the special needs of the student.

Choice Application Appeal Process: The school's choice administrator and/or designees review all Milwaukee Parental Choice Program (MPCP) and Wisconsin Parental Choice Program (WPCP) applications and determine eligibility. Residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and the prior year attendance requirement if the student is applying for the WPCP, are the only considerations for eligibility.



Determinations as to whether or not an application is eligible is done within the DPI mandated timeline. Ineligible applicants will be notified of their ineligibility by U.S. mail.

A parent or guardian may appeal an ineligible MPCP or WPCP application directly with the school. Appeals must be submitted in writing to the school office within five days of receiving written notice of ineligibility. All appeals will be reviewed by the choice administrator. A determination of the appeal will be made in a timely manner and the parent/guardian will be notified of the final decision by U.S. mail.

Student Records (5125)

The student's parents or legal guardian have the right to inspect the student's records in the presence of the principal or a delegate. Authorized persons shall submit a written request to view records. An adult student and/or parents/guardians of minor students may have full access to, and the right to challenge the accuracy of, the data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult students, and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

When a transfer or dismissal occurs, official transcripts, including behavior records, shall be mailed to the receiving schools or delivered by a school official. They are never given to students or parents for delivery to the school.

Volunteers

Parents and interested individuals in the community should be encouraged to offer their services as volunteers in the parish and school programs. Volunteers are to work under the supervision and direction of a certified staff person.

Screening, Background Checks & Training (6153)

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Obtain Safe Environment Certification
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee
- Must have knowledge of the following policies and procedures:
 - Mandatory Reporting of Child Abuse and Neglect (5140.1)



- Mandatory Reporting of School Violence Threats (5140.12)
- Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
- Be approved by a member of the professional staff
- A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

Parent Groups

St. Catherine Catholic School Parent Staff Association bridges school and families together by organizing fun family events to promote a sense of community, reinforce our Catholic values, and serve as a resource of stewardship and communication to families by holding informative meetings throughout the year.

Fundraising

Fundraising activities of any kind must receive advance approval from the School Principal and/or Dean of Operations at least four (4) weeks in advance. Activities or events that may be considered fundraisers include but are not limited to soliciting donations, selling products (e.g. candy, bakery, videos/DVDs, discount cards, magazine subscriptions, etc.), providing services (e.g. washing cars, providing babysitting, tutoring, etc.), and hosting events (e.g. camps, clinics, dances, concerts, talent shows, etc.) in order to generate funds used to support the school, class, or student organization. No solicitation or contributions may be conducted in the name of the school or on campus without written advanced approval.

School Guidelines

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Accounting of Funds

Expenses: All expenses related to fundraising must be approved via the school's fundraising form before any purchases are made. Any expenses for the fundraiser will come out of the money raised from the



corresponding fundraiser. The materials that will be approved will be those that the school is confident the profit of the fundraiser will cover. Expense details and reporting shall be maintained at the school level with coordination and support from the volunteer fundraising coordinator. High-level reporting will be maintained by the Seton accounting team. Additionally, schools and groups will need to report the cost of an item purchased for resale as this is an ineligible choice expense (eg., concessions, trinkets, etc).

Purchasing: Volunteer and student groups are required to adhere to Seton’s purchasing and cash handling procedures that also align with Generally Accepted Accounting Procedures (GAAP). It is preferred that purchases are completed directly by the school. In some instances, volunteers may request a reimbursement for pre-approved items only.

Sale of Food

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. At no time may fundraisers compete with the National School Breakfast and National School Lunch Program as required by the USDA. Therefore, food-related fundraisers are not to take place one (1) hour before or one (1) hour after meal service has ended per meal service schedule for all grades at the school. Exempt fundraisers involve food items that do not meet the Smart Snack nutrition standards during school hours. Fundraisers' requests should be submitted and listed on a school form for approval and filed at the school with a copy provided to Seton’s Nutrition Program Director.

Student Fundraising (3270)

Students may engage in fundraising activities under the control of the school. In accordance with the Archdiocesan School regulations, no funds are collected in the classroom except when allowed by the school administration. Organizations and individuals **may not collect any funds or sell anything** without the express permission of parish administration. School-wide collections and functions that may be approved include but are not limited to: Magazine Sales, Food Drive, Student Fundraiser, the Christmas collection for the needy, and the Lenten Alms Collection. The purpose of fundraising may be to purchase more reading materials, meet technology needs, and provide items for classrooms and library. There also may be fund-raisers for individual classroom projects and field trips. We would appreciate support from all families.

Fundraising for Field Trips (3282)

Field trips are a rich source of authentic learning for all students. Field trips are recognized as a source of worthwhile learning activities that broaden students’ experiences. All students should have the opportunity to access field trips that enhance the curriculum. Certain field trips will require fundraising



activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the school principal. All funds raised must pass through the school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families. Likewise, donors cannot make a contribution on behalf of a specific student and have that contribution considered tax-deductible.

In the event that the Field trip is canceled for any reason, all funds raised are the school's and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

Fundraising & Volunteerism (3281)

Involvement of parents in the life of the school and parish is welcome and should be encouraged. However, the utilization of volunteer services or mandatory fundraising as a means of determining which families or students receive a discount on tuition or program fees is not permitted.

Parish and school criteria for the payment of tuition must be in accordance with the regulations of the Internal Revenue Service (IRS) which prohibits counting school tuition or other required participation as a contribution to the parish.

The laws of the state of Wisconsin forbid:

- A Choice school from requiring a parent to volunteer or raise funds as a condition of admission; furthermore, the school cannot impose any penalty on a parent or child for failure to participate in fundraising activity or volunteerism.
- Any sort of compensation (e.g., access to the school or school programs) to volunteers assisting in the operation of bingo and/or other games of chance is prohibited.

Volunteer services that are mandated in order to receive a discount, avoid paying a penalty, or allowing a "buy out," pose the following issues:

- Viewed by the IRS as a form of compensation and thus may involve the issuance of a Form 1099 to those receiving the discount
- Puts the parish/school at risk of paying Unrelated Business Income Tax (UBIT)
- Subjects the parish to risk for any accidents/claims that arise

A worker is no longer considered to be a volunteer if he or she receives something of value in kind for his or her service. By definition, a volunteer is someone who gives services without any expressed or implied promise of remuneration.



Health

Sick Policy

Each year school children have an average of five to seven common infections such as colds, COVID-19 infection and intestinal upset. For the protection of your child and his/her classmates, please keep your child at home when ill and please notify the school (414)445-2846. The following symptoms may mean that an illness is contagious:

- Fever, diarrhea, vomiting within the last 24 hours. Children need to be symptom free for 24 hours before returning to school.
- Thick mucus or pus draining from eyes.
- Sore throat, especially if combined with fever or swollen neck glands.
- Rashes with fever or rashes of unknown origin.
- Upper respiratory infection and/or severe cold, especially if accompanied with green or yellow nasal discharge and/or ear pain. Coughs spread germs, and a cough that keeps a child up at night means they will be too tired to learn the next day.
- Unusual fatigue, paleness, loss of appetite, confusion and irritability.

If a child becomes ill at school they will be allowed to rest for a short period of time in the office. If they are unable to return to class, parents/guardians will be notified and asked to pick the child up and take them home to rest and recover. To return to school after illness your child must:

- Be without vomiting or diarrhea for 24 hours without the use of medications, and be able to keep down food and water.
- Be without an uncontrolled or a persistent cough
- Have an oral temperature less than 100.4 degrees without the use of medications
- Feel well enough to take part in a regular school day

The school is committed to reinforce good health and hygiene protocols including cleaning and disinfecting schools on regularly scheduled intervals, providing proper ventilation and airflow throughout schools, reinforcing proper hand washing and cough etiquette practices. Hand sanitizer will be available for students and staff.

Accident Procedures

Only the principal or his/her designee (teacher in charge, administrative assistant) will be responsible for evaluating an injury and taking appropriate action. When other adults have the initial contact with the student, the principal or his/her designee must also examine the injury, determine treatment to be given by the school, and decide whether a parent should be contacted. The role of the teachers and supervisors is: providing emergency treatment in the case of a life-threatening situation, acting to



prevent further injury, making sure the student gets safely to the school office, providing pertinent information about how the injury occurred, and assisting the student at the direction of the principal or his/her designee—i.e., getting a Band-Aid or an ice pack, etc. All parent contacts to report injuries will be made by the principal or his/her designee. When necessary an accident/incident report form will be filled out. The principal, if present, will take responsibility for dealing with serious injuries. In his/her absence, the teacher in charge or designee will assume this role, unless any delay might result in further injury or death.

Communicable Diseases (5141.2)

Please notify the school office when your child has a communicable disease, including chicken pox and scarlet fever. Contagious diseases must be reported to local health departments. A written release is required before a child is allowed to return to school. Please contact your local health department for policies and regulations regarding this release.

First Aid

School personnel may administer first aid when injuries are minor. When a child shows symptoms of being ill or has a significant injury, a parent or other adult designated on the emergency card will be called and asked to assume responsibility for the child. No ill child will be sent home unless accompanied by a parent or someone designated by the parent.

In the case of a life-threatening emergency, we will contact the paramedics and/or ambulance and transport the child to the hospital if needed. Parents, guardians, or if unavailable the contact person named on the emergency card will be contacted immediately. It is extremely important to keep the information on your child's emergency card current.

Excusing Students from Physical Education Classes

On occasion, a parent may find it necessary to request a child's non-participation in physical education for a time. A student may be excused from physical education when he/she has a written doctor's excuse explaining the reason for non-participation in the class, and the length of time the student will not be participating. The excuse should be addressed to the physical education teacher and given to the homeroom teacher to forward.

Head Lice

Parents of any student with head lice or nit infestation will be called and the student will be sent home for treatment. The student will be readmitted to school once the treatment has concluded.



Students with Food Allergies (5141.4)

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.

Health Examinations and Immunization (5141.31)

1. Each child that enters Kindergarten must have a health examination as specified by the Milwaukee Health Department. The form for this examination will be given at time of registration.
2. Students entering Kindergarten and Grade 6 must have a Booster MMR vaccination before entering school in the fall. 3. It is the duty of the parent to see that the child has been properly immunized when the child enters school. A form from the Milwaukee Health Department will list the proper immunizations needed.
3. Hepatitis B (HEP B) vaccine is required for students entering day care centers, kindergarten or 7th grade. The grade requirement will advance 2 grades each year. For example, during the 1998-1999 school year, Hep B vaccine will be required for students entering grades K, 1, 7, 8. The Student Immunization Rule (HSS 144) contains one of the following deadlines and waivers: Within 30 school days after admission, each student who does not file a waiver must submit written evidence of having received the first dose of HEP B vaccine.
4. In cases where the immunizations are not up to date, school offices will inform the parents. A list of non-compliant students will be reported to the state as required by the Department of Public Instruction.

Medication (5141.5)

Two forms must be filled out in order for school personnel to administer prescription drugs. The first is the Physician's Order for Medication Administration Form. Forms are available in the school office. Please take this with you whenever your child has an appointment with a physician and you expect a prescription will be given. The second is the Parent/Guardian Medical Consent Form that authorizes school personnel to administer the prescription. Both these forms are required by archdiocesan policy. Without these forms, parents will be responsible for administering the prescription medication themselves during the school day.



Prescription medication must be sent to the school office in a pharmacy-labeled container with the student's name, name of prescriber, name of prescription medication, the dose, effective date, and directions for administration. It is the responsibility of the student, if age-appropriate, to come to the school office to get his/her medication at the designated time. The school will keep medication under refrigeration if needed. Students with asthma may carry an inhaler with them with a signed consent form.

Non-Prescription Drugs (5141.5)

Non-prescription drugs may be taken during the school day with permission from a parent. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. A parent/guardian medication authorization form- non prescription medication form must be filled out. If a student needs cough drops, the parent should send a dated note requesting that the student be allowed to use them. All pills and other types of medication must be brought to the office for safekeeping, along with a note from a parent stating the dosage and when the medication is to be given.

Extended Care

The Extended Care Program is an extension of the overall school program. It is under the supervision of the School Parish and follows the policies of the school including – discipline, health, and safety protocol. Enrollment will be limited based on student to staff ratio (10:1) and registration will be granted on a first-come, first-served basis.

Hours & Location: The school offers before care starting at 6:00 a.m and after care from 3:15 p.m - 6:00 p.m. Additional hours may be offered during school days with noon dismissal. Prior registration may be required for these special hours/days. Reference the school calendar for these dates

Fees: Any registered students at (St. Catherine School) are eligible for the Extended Care Program but must register with the school office. Billing occurs with our trimester schedule at a cost of \$TBD per trimester. **Families must be current with the payment of fees in order to participate.**

Sign In & Sign Out: Extended Care may only release your child to you, the custodial parent(s), or someone you designate. The person to whom your child is released (including yourself) should make sure the sign-out time is recorded. If someone else other than the parents will be picking up your child, you must write a note, call 414.304.9748 or email at tkyles@saintcatherine.org to let us know who that person will be. The person may be asked for photo identification if they are unknown to Extended Care



staff. Please make sure Extended Care staff is aware if your child is to go home with another child's family.

Snacks & Programming: Snacks are eaten when they arrive. The children are then given the choice of different activities including, but not limited to: Homework Room, games and crafts.

Behavior: Students are expected to respect other students and the Extended Care staff and to use language appropriate in a Catholic setting. Behavior which is unsafe for others or self will not be allowed, nor will intentional destruction of equipment. To maintain order and the safety of all the children, supervisors will use behavior modification techniques such as modeling, positive reinforcement, teacher time outs and redirection. The extended care program will follow the school's discipline policy. Consistent failure to abide by the rules on the part of either the parent or child will result in dismissal from the program.

Technology

Acceptable Use of Technology (6162)

Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and 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 Archdiocese 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.

Chromebooks

Parents will be required to sign out their child's chromebook for the year. Upon signing out your child's chromebook, a care and policy document will accompany the chromebook. Chromebooks are property of Seton Catholic Schools or MPS and therefore must be returned in the same condition in which they were received. Families may be charged a fee for lost or damaged chromebooks.

Personal Electronic Devices (6162)

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 (6162)

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.

Student Policies

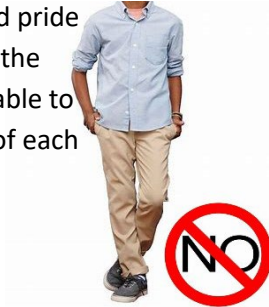
Cell Phone Policy

St. Catherine students are allowed to bring cell phones on to school property. However, at no time may a cell phone be used while the student is on **school grounds**. **During the school day, all cell phones must be turned in at the start of the day to the main office. All cell phones will be returned to the student at dismissal.** If a student needs to contact a parent during the school day, she/he must obtain teacher permission and must use the school phone in the school office. **The school accepts absolutely no liability for any cell phone.** If a student's cell phone rings during the school day, or if a student is found

in possession/use of a cell phone during the school day, it will be confiscated by a faculty/staff member and given to the principal. **The confiscated phone will only be returned to a student’s parent/guardian after a conference with the principal.** Repeated disregard for this policy will result in the loss of the privilege of bringing a cell phone to school.

Dress Code (5132)

Uniforms are to be worn by **all** children. Wearing a uniform helps to promote a sense of unity and pride in our school. It also sets a good tone for the academic atmosphere of our school. By eliminating the distractions of superficial things, such as clothing trends, our children will find themselves more able to concentrate on the important business of their education, as well as recognize the inner beauty of each individual.



Uniform Policy

Item	Color	Type
Shirt	Red Navy/Dark Blue White Must be a solid color.	Shirt with a collar; turtleneck shirt; blouse with a plain collar; oxford style button down; long or short sleeves. No monograms, insignia, or logo other than that of St.Catherine School are allowed. All shirts must fit appropriately. Undershirts, if worn, are to be solid white, red, navy blue, or black with no graphics. <u>NO HOODIES ARE ALLOWED</u>
Pants – boys and girls	Navy Blue or Black Must be a solid color.	Cotton, twill, or corduroy. Pants must be fastened securely at the waist. If pants cannot be worn securely at the waist, a belt must be worn. The following are NOT allowed: cargo pants, jeans, jeggings, leggings or tight fitting pants.

<p>Shorts -- boys and girls</p>	<p>Navy Blue or Black Must be a solid color.</p>	<p>Cotton twill walking or dress short. Short must be fastened securely at the waist. If shorts cannot be worn securely at the waist, a belt must be worn</p> <p>The following are NOT allowed: cargo shorts, jeans, jeggings, leggings or tight fitting shorts.</p> <p>Length should extend past the fingertips when arms are relaxed at the side.</p> <p>Girls should wear shorts of any style under their uniform skirts/ jumpers provided they cannot be seen below the hem.</p>
<p>Jumpers/Skirts/Skortts</p>	<p>Navy Blue Must be a solid color.</p>	<p>K4 - 4th grade girls may wear solid navy blue uniform style jumpers. K4 - 8th grade girls may wear solid navy blue uniform style skirts or skortts.</p> <p>Length should extend past the fingertips when arms are relaxed at the side. All skirts and skortts should be worn at the waist. They may NOT be rolled at the waist.</p> <p>Shorts or uniform leggings should be worn under skirts or jumpers at all times.</p>
<p>Leggings</p>	<p>Red Navy/Dark Blue White Black Must be a solid color.</p>	<p>Girls are allowed to wear leggings that fit tightly to the legs under their skirts, skortts, or jumpers. Any leggings containing holes are not allowed. Leggings should cover the ankle bone. *Leggings should not be worn alone as uniform pants.</p>
<p>Socks/Tights</p>	<p>Red Navy/Dark Blue White Black Must be a solid color.</p>	<p>Socks or tights are required at all times.</p> <p>Girls in grades K4-4 may wear decorative tights.</p>

<p>Shoes</p>	<p>Any color sneaker is appropriate. Preferably navy, brown or black</p>	<p>Shoes must have backs to fit securely; must be safe and practical for playground wear.</p> <p>Sandals, flip-flops, crocs, open toe, Healys, or backless shoes are not allowed.</p> <p>Boots of any kind (fashion,UGG boots,work, or snow) are NOT to be worn with the uniform. Students may change into boots to go outside.</p>
<p>Belts</p>	<p>Solid colors Preferably navy, brown or black</p>	<p>Belts are required for all boys. Pants should always be worn securely at the waist. At no time should pants fall below the waist.</p>
<p>Hair Hair Accessories/Hats</p>		<p>Only Natural hair color is allowed. Hair accessories should not be distracting or inappropriate. Mustaches, beards, and goatees are not acceptable.</p> <p>Hats, caps, hoods, bandanas, do-rags, etc, are to be removed when entering the building.</p>
<p>Make-up/Nails</p>		<p>Makeup and artificial nails are not allowed.This rule includes mascara, eye-shadow, lipstick, rouge, body glitter, eyeliner, and tattoos.</p> <p>Nails should be kept short and clean.</p> <p>Lip gloss/chapstick must be stored in backpacks or pencil a case.</p>
<p>Piercings/Tattoos</p>		<p>Body piercing, tattoos or body drawings are not allowed.</p>



<p>Jewelry</p>		<p>No Jewelry should be worn in school. This includes necklaces, rings, bracelets, and anklets. Exceptions may be made for religious jewelry. Faculty/Administration must approve any exception regarding religious jewelry.</p> <p>Students may wear one watch. Smart Watches are not allowed. Smart Watches are considered a phone/electronic device and will need to be kept securely in the office.</p> <p>For safety reasons, students may only wear stud earrings. No hoop or dangling earrings of any size are allowed at school.</p>
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Non-Uniform Days

Periodically throughout the school year, students will be permitted to be out of uniform. When out of uniform, it is important that students continue to practice making appropriate clothing choices. Therefore, clothing should be modest, neat, clean and in good shape and of appropriate size and length. Offensive pictures and messages on shirts, shorts, or other articles of clothing are not acceptable. Clothes should be comfortable and appropriate for the day's weather.

Shirts/ Sweaters/ Sweatshirts: Tank tops, halter tops, tube tops, spaghetti straps, bare mid-drifts and muscle shirts are not permitted. **Sweatshirts with hoods or strings are not permitted.**

Shorts and Skirts: Shorts and skirts may be worn provided the length extends past the student's fingertips when arms are relaxed at their sides. Torn off pants, shorts and skirts, spandex biking shorts or volleyball shorts are not acceptable.

Pants: Pants should be of a looser fit and worn at the waist. Clean, non-baggy blue jeans may be worn. Jeans with cuts or tears are not appropriate. Leggings may be worn if a shirt/sweater/sweatshirt is longer and covers the buttocks.

Athletic Attire: Athletic suits or athletic pants are allowed as long as they meet the criteria above.

Footwear: Shoes must have backs to fit securely and have a hard sole; they must be safe and practical for the playground. No sandals, open toe or backless shoes, including Crocs and Healy's, are allowed in



the school building even on out of uniform days. Tall boots and ankle boots/ fashion boots with hard soles will be permitted on out of uniform days as part of an outfit. **Soft boots such as Uggs are NOT allowed in school but may be worn outside for warmth.** Socks are to be worn at all times.

It is the tradition at St.Catherine School that students may be out of uniform on the day of their birthday. Students that celebrate their birthday over the weekend, or who have summer birthdays, may choose a Friday to celebrate their birthday by being out of uniform. It is suggested that the classroom teacher be informed prior to arriving at school out of uniform.

Determination of Appropriateness: If a school leader deems a student's attire is not appropriate for school, the school leader may:

- Provide alternative clothing
- Give the student a warning
- Phone the parent/guardian
- Issue a consequence

If the attire is deemed a distraction or a hazard, a parent will be asked to bring proper clothing to school and the child may not be allowed to attend class until he/she is dressed appropriately. This procedure will also be used for subsequent infractions after a warning is issued.

Drug & Alcohol (5144)

Providing a safe school environment, and at the same time promoting an atmosphere of health and wellness, is critical to the philosophy and overall mission of Catholic schools. As part of a pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administration exhibits behaviors consistent with the use of alcohol or illegal drugs.

The possession, use, or sale of drugs is considered a very serious matter. Drugs include tobacco products, alcohol, all controlled substances prohibited by law, any mind-altering substance, or any prescription or over-the-counter drug except those for which permission to use in school has been granted. Students who are found with drugs or drug-related paraphernalia in their possession or who are under the influence of drugs, alcohol, any mind-altering substance, or any controlled substance during the school day or at any school-related activity will be subject to strict disciplinary action that could include expulsion. Counseling may be required as a condition of these students remaining at Divine Mercy School following a first violation. The first incident of distribution or sale or inducing another student to use drugs/alcohol may be automatic grounds for expulsion.



An authorized employee, agent, or law enforcement officer, as defined in s. 102.475 (8) (c), authorized by the school may require a pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever an authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol on school premises. The authorized employee, agent, or law officer may use a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in the pupil's breath. Refusal to submit to the breath- screening test results in immediate suspension. The results of the breath-screening device, or the fact that a pupil refused to submit to a breathalyzer test, shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use.

Search & Seizure (5145.2)

St. Catherine Catholic School reserves the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted. The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Weapon-Free Zone (6114.6)

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal will notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action. Schools shall publish this weapons policy in all school handbooks. It is recommended that a sign be posted on school property to provide appropriate



notice of this ban on weapons. It is strongly recommended that parishes without schools prohibit weapons in buildings used for child and youth programs.

Safety & Security

St. Catherine and Seton Catholic Schools School have adopted and implemented a safety plan that responds to hazards, mitigating emergencies, and ensuring the protection of building occupants. This plan is intended to communicate staff roles and responsibilities, facilitate coordination with local law enforcement, and establish the framework for an effective emergency management system. Components of that plan include the items outlined below:

Asbestos (5140.11)

SCS is in compliance with AHERA and the state governor's office. The Management Plan Location and Availability Form are located in the School Office.

Safety Drills (6114.1)

Seton Catholic Schools will conduct safety drills/exercises throughout the year on Fire, Tornado and Lockdown. A uniform, planned, and practiced response to any incident is the foundation of a safe school. Seton Catholic Schools will meet all required safety drills as indicated by the Department of Public Instructions. The following drills will occur during the year:

1. Fire Drills shall be conducted monthly
2. Tornado Drill shall be conducted 1 time in the spring
3. School Violence Drills per WI Act 143 shall be conducted 3 times a year/ once per Trimester. The last drill will involve law enforcement for observation.

Lock Down: Seton Catholic Schools utilize and practice the Standard Response Protocol (SRP) K12 from the [I love u guys Foundation](#) and is based on the response to any given situation not on individual scenarios. The SRP utilizes clear common language while allowing for flexibility in protocol.

- **Hold** (In Classroom or Area)- There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.
- **Secure**- The Secure action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a



dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

- **Lockdown-** A Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.
- **Evacuate-** Evacuate is called when there is a need to move people from one location to another for safety reasons.
 - On-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can be resolved quickly, the school may have to plan for early dismissal.
 - An off-site evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat.
 - If there has been a violent event at the school, an off-site evacuation will almost always be necessary.
- **Shelter-** Shelter is called when specific protective actions are needed based on a threat or hazard. Training will include response to threats such as tornadoes.

Prior to a lockdown drill parent/guardians will be notified at least 1 week in advance of the drill. If the drill needs to be rescheduled, a new notice will be sent out. If your child is uncomfortable participating in the drill please notify the school principal.

Other Resources for Families: Please find links to the Parent Handout on SRP here: [English](#) and [Spanish](#)

Emergency Communication

If there is any type of emergency during the school day, the safety of the students is our highest priority. Our staff has been trained in how to handle emergency situations. In the event of an emergency, if children are to be dismissed from school early, every effort will be made to contact the student's parent, guardian, or designated emergency contact person. In the event of a school-wide emergency, parents are asked to be on standby and await instructions from the school regarding when and where to pick up children.

Emergency Notification System

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our school has a detailed emergency operation plan which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency.



1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their school until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. In addition, information will be sent to families via phone, email, and text utilizing the school's Bright Arrow/Class Dojo communication system. Please be sure to always have your most up to date contact information on file with the School Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency

Students will be released only to parents and persons identified on the School Emergency Card. During an extreme emergency, students will be taken to Sherman Multicultural Arts School located at 5110 W Locust Street. Parents should become familiar with the School Emergency Crisis Plan and be patient and understanding with the student release process.

Staging Areas include:

1. Sidewalk on 51st Street. Used during a minor fire or emergency.
2. Sherman Multicultural Arts School. Used when total evacuation is needed.
3. _____ Used when distant evacuation is needed.
4. _____ Will be used as a parent collection area as needed.

Mandatory Reporting of Child Abuse and Neglect (5140.1)

The Archdiocese of Milwaukee requires all adults, employees, or volunteers 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. An expanded policy with definitions with reporting requirements can be found in the Archdiocese Parish & School Policy manual.

Mandatory Reporting of School Violence (5140.12)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other



medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat. The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect.

Visitors (1250)

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds. All visitors to the school shall report to the office when entering and must sign the visitor's log and obtain a visitor's badge before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school leader or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so.

A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

Extra Curricular

Athletics (6145)

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on school and parish based athletic information. St. Catherine Catholic School participates under the name Seton North which is a combination of Northwest Catholic and St. Margaret Mary. Seton North operates under the rules and guidance of the Archdiocese of Milwaukee. Athletics are



extracurricular activities and are an earned privilege based on academic standing, behavior, and school attendance.

Building Use & Planning

Parents cannot use the building for non-school events

Extra Curricular Activities (6145)

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on extra-curricular and enrichment opportunities. Extracurricular activities are an earned privilege based on academic standing, behavior, and school attendance.

School Wellness Policy

SETON CATHOLIC SCHOOLS AND PARTICIPATING NETWORK SCHOOLS

Nutrition and physical activity are known to influence a child's development, potential for learning, overall sense of well-being, and risk of illness through adulthood. Students who practice good nutrition and engage in daily physical activity attend school with bodies and minds ready to take advantage of the learning environment. Nutrition education will be integrated into classroom subject areas. Students will be offered opportunities to participate in physical activities in addition to physical education.

All food and beverages sold outside of the school meal programs shall meet the [USDA Smart Snack standards](#). The network encourages foods offered on school campuses to meet or exceed the USDA Smart Snacks in School standards, including those provided at celebrations, parties and classroom snacks. Schools will restrict food and beverage marketing to only those foods and beverages that meet USDA Nutrition Standards for All Foods Sold in Schools rule.

Students will be offered opportunities to provide feedback (informal or formal) to inform menu development. The monthly menu will be provided to students, families, teachers and administrators. Seasonal fruits, vegetables or recipes will be highlighted on the menu.

Various stakeholders will be given the opportunity to participate in the development, implementation, and periodic review and updating of the Network's Wellness Plan. The network's Senior Leadership Team shall review and has authority to approve, reject, and modify the content of the Network Wellness Plan, including any recommendations for future changes to the Plan. The Network shall maintain, implement, and inform the school community and general public about a local school wellness policy that meets the requirements of federal law.

The COO shall implement and ensure compliance with the policy by leading the review, update and evaluation of the policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.



Nothing in this policy or in the Wellness Plan shall prohibit Network schools from undertaking additional school-level wellness initiatives, provided that such initiatives (1) do not either conflict with the formal Wellness Plan or unilaterally supplant or replace portions of the Plan; and (2) have otherwise been properly authorized within the Network. However, the administration and staff at individual schools must coordinate their student wellness initiatives with the formal Wellness Plan for the benefit of documenting such efforts and sharing ideas across the entire Network.

Adoption Date: May 11, 2021

Non-Discrimination Statement

USDA Nondiscrimination Statement Update

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax:

(202) 690-7442

Email:



program.intake@usda.gov.
USDA Nondiscrimination Statement Update