



OUR LADY
QUEEN OF PEACE
SCHOOL

A SETON  CATHOLIC SCHOOL

Family Handbook 2023-2024



Our Lady Queen of Peace Catholic School
2733 West Euclid Avenue
Milwaukee, Wisconsin 53215
414-672-6660

www.olqpmke.org

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

Our Lady Queen of Peace (OLQP) School Handbook Acknowledgement

I _____ (Parent/Guardian) have received and read the OLQP 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.

OLQP 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

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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!

Welcome OLQP Families to the 2023-2024 School Year,

We, the Faculty and Staff of Our Lady Queen of Peace Catholic School (OLQP), thank you for joining us for this new school year.

Inside this handbook, you will find the practices and policies in effect at OLQP. These have been developed in collaboration with our pastor, members of Seton Catholic Schools and OLQP, the School Committee, representatives from our student body and school parents. Included in the handbook is a copy of our 2023-24 school calendar and a staff directory listing important phone numbers and/or email addresses.

It is our belief that the school and home are partners in the mission to educate each child at OLQP. Therefore we invite our school parents to take an active role in their children's educational journey. We strongly encourage you to become involved in the school by attending school functions such as our Parent Meetings, Parent/Teacher Conferences and other special events. We also invite you to actively live your faith by celebrating with us at our weekly school masses and with our parish community at our weekend liturgies.

If you have any questions or concerns regarding your child, the school or this handbook, please contact your child's teacher or the school office at 414-672-6660.

We look forward to working in partnership with you to help your child(ren) experience joy and success in the upcoming school year.

In Christ's Service,

Michael Derrick, Principal OLQP

Expectations for our School Community

OUR LADY QUEEN OF PEACE FOUNDATION STATEMENTS

SCHOOL MISSION STATEMENT

The mission of Our Lady Queen of Peace School is to create a Catholic community that promotes faith formation, academic excellence and service inspired by the merciful message of the Gospel.

SCHOOL VISION

To be celebrated as the school where students discover and develop their God-given talents and experience success through faith, academics and service.

SCHOOL PHILOSOPHY

Our Lady Queen of Peace School exists to provide a well-rounded education in a positive and enthusiastic learning environment that emphasizes Christian values and Catholic beliefs. We will accept every child, provided we have the resources to meet his or her educational and emotional needs.

Because we believe every child is capable of learning, it is our mission to ensure each child achieves his or her full potential according to individual strengths, learning styles and life experiences. Clear expectations and a variety of techniques assist the faculty in sponsoring a lifetime of learning. By providing a safe and structured environment, we encourage each child to be actively engaged in his or her own learning.

We believe a strong connection between home and school is key to our students' academic success. By promoting mutual respect and cooperation, we are preparing our students for their adult lives.

SCHOOL GOALS

The goals of Our Lady Queen of Peace School are:

1. To instill a commitment to lifelong learning.
2. To foster a climate of communication, cooperation and respect that will continue throughout adulthood.
3. To provide students with a firm understanding of the basic Catholic beliefs and Christian values with opportunities to live out and practice those beliefs and values.
4. To encourage a personal relationship with God through meaningful prayer and worship.

SCHOOL GOVERNANCE

To achieve the purpose of Catholic education, the Principal in collaboration with Seton Catholic Schools organizes the school's curriculum, staff and physical facilities to be an expression of the mission, philosophy, and goals of the school.

The Principal implements policy; oversees all operational aspects of the school; collaborates with Seton Catholic Schools and the OLQP faculty in establishing curriculum and hires, evaluates and supervises employees of the school. The Principal also works with Seton Catholic Schools, the School Committee and the Dean of Operations to develop school policy and the school budget. The Pastor, Principal and Dean of Operations implement effective ways to communicate to the parish, the parents and the community.

The Teachers implement the curriculum and oversee the progress of their students. The Teachers also communicate with the parents in a variety of ways including e-mail, written notes, face-to-face meetings and phone calls.

School Contact Information

OLQP FACULTY AND STAFF 2023-2024

Very Rev. Javier Bustos	Pastor	BustosJ@archmil.org	ext. 116
Mr. Michael Derrick	Principal	mderrick@olqpstaff.org	ext. 133
Mrs. Maria Alba	Dean of Operations	malba@olqpstaff.org	ext. 134
Mrs. Stacy Chesick	Dean of Academics/AP	schesi@olqpstaff.org	
Mrs. Erika Vega	School Counselor	evega@olqpstaff.org	
Ms. Maria Guerrero	Office Manager	mguerrero@olqpstaff.org	ext. 134
Mrs. Elianne Urdapilleta	Teacher, 4K	mcalde@olqpstaff.org	ext. 107
Ms. Kerry Bausch	Teacher, 5K	kbausch@olqpstaff.org	ext. 108
Ms. Colleen Schwarz	Teacher, Grade 1	cschwarz@olqpstaff.org	ext. 106
Mrs. Mary Conway	Teacher, Grade 2	mconway@olqpstaff.org	ext. 105
Mr. Michael Gau	Teacher, Grade 3	mgau@olqpstaff.org	ext. 103
Mrs. Brandie Folsom	Teacher, Grade 4	bfolsom@olqpstaff.org	ext. 101
Mr. Robert Machado	Teacher, Grade 5	rmachado@olqpstaff.org	ext. 202
Mr. Jay Dobrinska	Teacher, Grade 6 MS Math	jdobrinska@olqpstaff.org	ext. 206
Mr. Christopher Sodergren-Baar	Teacher, Grade 7 MS Social Studies/Science	csodergren-baar@olqpstaff.org	ext. 201
Mr. Luis Chicon	Teacher, Grade 8 MS ELA	lchicon@olqpstaff.org	ext. 208
Mrs. Norma Talavera	Spanish Teacher	ntalav@olqpstaff.org	ext. 104
Mrs. Pamela Kahn-Stein	Teacher, Physical Education	pkahn-stein@olqpstaff.org	
Ms. Amanda Satchell	Teacher, Music	asatchell@olqpstaff.org	ext. 209
Ms. Bella Vang	Teacher, Art	bvang@olqpstaff.org	ext. 207
Mrs. Kathy Ganas	Educational Assistant	kganas@olqpstaff.org	
Ms. Monica Barba	Educational Assistant	mbarba@olqpstaff.org	
Ms. Linda Modesto-Alba	Educational Assistant	lmodesto-alba@olqpstaff.org	
Mrs. Janet Aschauer	Title/WIN Teacher	janet@olqpstaff.org	

Mrs. Denise Chojnacki	Food Service Director	dchojn@olqpstaff.org	ext. 136
Mrs. Debbie Borowski	Cook/Custodian		
Mrs. Flor Rodriguez	Before Care Supervisor/Cook		
	Extended Care Supervisor		
Ms. Olga Hernandez	Custodian		

School Schedule

Daily Schedule

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

- 7a.m. Morning Care Begins
- 7a.m. Breakfast Begins
- 7:55 a.m. All School Prayer (cafeteria)
- 8:00a.m. Morning Meeting/Instructional Day Begins
- 3:15 p.m. Dismissal
- 5 p.m. Aftercare Ends

Extended Care Hours

AM, PM
7-8am, 3-5pm

School Procedures

Arrival / Dismissal Procedures

ARRIVAL AND DISMISSAL POLICIES

The faculty and staff do their best to provide safe procedures for drop off and pick up of students. It is important that you, the parents, cooperate with the following procedures:

ARRIVAL PROCEDURE

- Students Arrival/Breakfast beginning at 7:00AM
- Vehicles enter via Euclid Avenue
- Proceed to the east vestibule entrance of the church
- Students will exit vehicle and enter the building
- All adults/family members will remain in their vehicle during Drop Off.
- Once in the building, students should proceed to the school cafeteria
- Vehicles should exit via the south gate

Students who arrive after 7:40am should enter through the southeast door marked “Bingo entrance” and go to the cafeteria to meet their class.

Students arriving after 8:05 am are tardy and should report to the school office before going to their classroom.

DISMISSAL PROCEDURE

- School day ends at 3:15PM
- Vehicles should enter the parking lot via the south gate and turn left
- Follow the traffic pattern around the parking lot
- Place Family Sign in vehicle window so it is visible
- All adults/family members will remain in their vehicles during Pick Up
- The teacher on duty will tell you to stop by one of the 4 designated Pick Up cones
- Students will be called to the appropriate cone and will then enter the vehicle
- Vehicles should exit via the Euclid Avenue driveway
- Staff members will be outside to help with dismissal.

Parents Walking to Pick Up Their Children

Parents who are walking to pick up their children, should park on Euclid Avenue, walk to the meeting area by the southeast door via the Euclid Avenue Driveway. Please stand by the school to prevent students from crossing in front of exiting vehicles.

Parents should **not** park in the Marcus/Wal-Mart parking lot and walk across our parking lot to pick up their children.

Students Who Walk to/from School

If a student is to walk home on a daily basis, a form must be completed informing the school that they have permission to do so. This form is available in the school office.

The Milwaukee Safety commission provides the services of a crossing guard for the safety of the children. The crossing guard is stationed at the corner of South 27th Street and West Euclid Avenue. **Students and parents must cross at the corners/crosswalks and must obey the safety regulations.** Courtesy to the crossing guard and the safety cadets is expected.

PLEASE BE PROMPT IN PICKING UP YOUR CHILD

If your child is not picked up by 3:30PM, they will be sent to the Extended Care Program and you will be billed for its services. This policy will be strictly enforced. No child will be allowed to stand by the school door unsupervised to wait for their ride.

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. iiReady (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 is designed for practice. Mastery takes practice and homework is one way students practice. We assign homework to enable students to apply or extend the day's learning outside of the classroom, one of the best ways to move information from working memory to long-term memory.

A parent or guardian's role in the completion of homework includes:

- Providing the appropriate atmosphere, place, and time for studying at home.
- Discussing the work assigned with the student.
- Supporting and encouraging the student's efforts; but, not doing his/her work for him/her.
- Checking with the teacher if you have concerns about too much or too little homework.

Homework time should be free from television, phones, music, or other distractions. Should your student report that he/she has no homework, parents should suggest and encourage:

- Reading books, magazines, newspapers, especially on topics being covered in class.
- Reviewing class notes, math processes, spelling, or grammar.
- Researching for long-term assignments on social studies, science, religion, etc.
- Talking about the events of the day in school.

Homework Expectations by Grade Level

All 1st through 8th grade students will receive a minimum of 30 minutes of homework per night. This includes 20 minutes of math and 10 minutes of reading. Additional homework may be assigned by teachers. Homework expectations will be communicated by teachers.

Homework for Absentees

A parent or guardian wishing homework for an absent child may notify the secretary when calling to report the absence. The school secretary will pass on this request to the teacher(s). Every effort will be made to have the homework available in the school office at the end of the school day. Students are responsible for obtaining any missed assignments and should work out a plan to make up missed work, quizzes, and tests with their teacher(s). Generally, one day for each day of absence will be allowed to make up work assigned or accomplished during a student's time out of school.

Students will be expected to complete homework assignments when on an extended absence and turn in the assignments when the student returns back to school.

Field Trips

Field trips serve the instructional program by utilizing those resources such as libraries, museums, art galleries, industries, historical sites, nature centers, hospitals, etc. in the community which are related to the school curriculum and are a normal part of the school day. Such trips are encouraged since they expand the teaching-learning process.

The school procedures for field trips are as follows:

- Parents are required to sign a school-issued permission slip. No student will be allowed to attend a field trip without a signed, school issued permission slip.
- Bus transportation is used for students, teachers and chaperones for all field trips beyond walking distance. Children are required to ride the bus to and from the scheduled destination.
- Field trip cost is included in tuition.
- Younger siblings of students may not accompany parents who are chaperoning.
- All chaperones must have fulfilled the Safe Environment requirements.
- Smoking is prohibited while chaperoning a field trip.
- Students with excessive tardies/absences may be required to remain in school to complete missing assignments.
- Students who have demonstrated consistent negative behavior may not be allowed to participate in the field trip.

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 Thursdays (grades K4-4), Fridays (grades 5-8) at 8:15am. All families are invited!

Sacramental Preparation

Students in Grade 2 who are baptized Roman Catholic are prepared during the regular religion classes for Reconciliation and Holy Eucharist. Transfer students in Grades 3-8 are also eligible to receive the sacraments. Students learn about the Catholic faith during their religion classes.

Students who are preparing for the reception of First Eucharist and their parents participate in a Saturday retreat prior to First Holy Communion.

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 8:00-3:15.

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 attend until the end of the day; Students will be marked absent half day if they miss 3.25 hours of a school day)

- 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 8:05 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. Wear a mask while in the building.

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 unexcused absences

- School Counselor/Administration contacts parents to discuss nature both the nature of the unexcused absences and offer support or help
- If unexcused 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 unexcused absences
- School Counselor and/or administration schedules a mandatory meeting with parents to discuss the nature of unexcused 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).

Extended Absence

Family vacations should be scheduled during the regularly scheduled school breaks.

A parent/guardian is required to complete the Extended Absence Form at least 2 weeks in advance to the first day of the absence in order to give teachers and school administrators adequate time to gather assignments. Students are required to complete these assignments while on their extended absence and must return the assignments to their teachers upon their return to school. These assignments will be graded and may impact their final grades for the trimester. This form is

for planning purposes only and does not cause this absence to be marked as excused.

Behavior Policies in Seton Catholic Schools

Seton School Culture Plan

Seton Catholic Schools Culture Commitment to Excellence

<u>PARENT/GUARDIAN COMMITMENT</u>	<u>STUDENT COMMITMENT</u>	<u>STAFF COMMITMENT</u>
<p>We/I fully commit to Our Lady Queen of Peace in the following ways:</p> <ol style="list-style-type: none"> 1. We/I will make the school a safe and orderly environment by following the Family Handbook. 2. We/I will ensure that my child arrives at school by 8:00 a.m. and attends school regularly. I have read the attendance/tardy policy in the family handbook and understand the school's policy regarding tardiness and absences. 3. We/I will ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook. 4. We/I will communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend a minimum of <u>two</u> parent conferences, and any additional requested conferences. 5. We/I will read the Family Newsletter each week to keep informed of updates/information from the school. 6. We/I will check my child's homework nightly and ensure that assignments are turned in on time. 7. We/I give permission for our/my child's picture to be taken at school or school events and for it to appear in school booklets, brochures, videos, newspapers, or television. 8. We/I will support my child in the School Culture Plan. 9. We/I will be a faith partner for my child. 10. I have read and understand the policies and expectations as stated in the handbook. 	<p>I fully commit to Our Lady Queen of Peace in the following ways:</p> <ol style="list-style-type: none"> 1. I will always work, think, and behave in alignment with Seton Catholic Schools shared values. 2. I will do whatever it takes for me and my fellow students to learn. This includes completing nightly homework to the best of my ability, and participating in class both to share my thoughts and ask questions to help me better understand. 3. I will always be open to feedback from my teachers. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions. 4. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This includes listening to my peers and being a positive influence in my classrooms. 5. I will wear my proper school uniform each day. 6. I will do everything in my power to arrive at school on time. 7. I am responsible for my own behavior, and I will follow the teachers' directions. 8. I have read and understand the policies and expectations as stated in the handbook and understand that my actions, both positive and negative, relate directly to my ability to participate in school activities. 9. I will actively participate in weekly prayer services and/or Mass as my faith permits. 	<p>I fully commit to Our Lady Queen of Peace in the following ways:</p> <ol style="list-style-type: none"> 1. I will make my school a safe and orderly environment by enforcing the Family Handbook and by living/modeling the Seton shared values for my students. 2. I will ensure that valuable school time is utilized thoughtfully and efficiently so that my school can provide our students with an education that is academically rigorous and that meets or exceeds the requirements of the Wisconsin State Standards. 3. I will communicate regularly with parents regarding their child's behavioral and academic performance through PowerSchool, report cards, parent conferences, contact via phone, email, or school communication platform, and I will always be welcoming to all parents. 4. I will assign, collect, and evaluate assignments designed to support classroom instruction, teach responsibility for school work, and ensure that students are held accountable for finishing those assignments on a daily basis. 5. I will constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally and will celebrate their successes. 6. I will actively participate in weekly prayer service and/or Mass as my faith permits. 7. I have read and understand the policies and expectations as stated in the handbook.
<p style="text-align: center;">PARENT/GUARDIAN SIGNATURE</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">STUDENT SIGNATURE</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">STAFF SIGNATURE</p> <p style="text-align: center;">_____</p>

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

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.

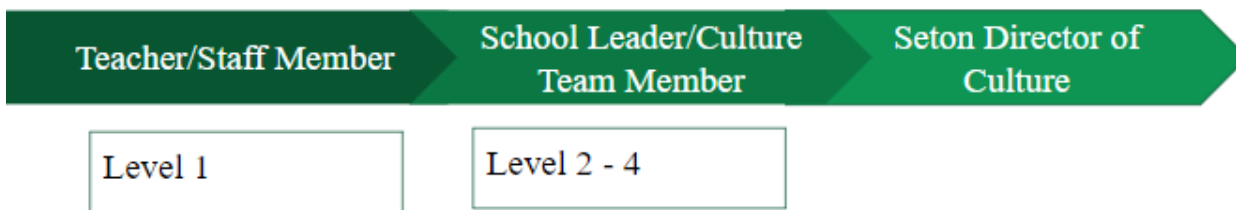
**A Seton Catholic School “Commitment to Excellence”* agreement signed by school staff, students and families with expectations and responsibilities by each group.

**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.

Code of Conduct

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 is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing. The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it all together. 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 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

It is imperative that the school maintains an open line of communication between the home, parish, school and community in order for a child's education to reach its fullest potential. The following procedures have been implemented in order to achieve this line of communication:

- Weekly School newsletters are sent home electronically via our Bright Arrow system.
- School news is printed in the parish bulletin and posted on the school website and on Class Dojo.
- Parent-Teacher Conferences, PowerSchool, Class Dojo, report cards and standardized testing provide an update of a student's academic progress.
- Teachers' email addresses and phone extensions are provided at the beginning of this handbook.
- Information can also be emailed to parents as requested through PowerSchool and Class Dojo.
- Advertisements/Information can be found in community newspapers.

Conferences (5124.1)

Parent-Teacher Conferences provide an opportunity to foster positive communication between home and school. Conferences are mandatory during the First and Second Trimester. Subsequent conferences are scheduled at the discretion of the teacher and/or parent.

Teachers are also available on a daily basis by appointment. Please understand that teachers' time is as valuable to them as yours is to you. Requests for an appointment may also be made via email. Please respect any individual policy a teacher may have regarding phone calls.

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)

CONFLICT RESOLUTIONS

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

In a Catholic school/parish, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Legal counsel shall not be permitted at such meetings.

Our Lady Queen of Peace School and Parish follow the Archdiocese's **GRIEVANCE PROCEDURES FOR PARENTS (1312)** as stated below.

Grievance Procedures For Parents

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school and an employee of the school. 18

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor (principal or pastor), generally within ten days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation. All individuals have a right to present their concerns fully and openly without fear of retribution.

Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution. If mutual resolution does not occur, the parent or guardian may provide the pastor or the SCS president with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

The pastor/president may convene the parties in an attempt to reconcile the concern.

The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.

The pastor/president may convene a local grievance committee to review all details of the concern.

The committee will submit a recommended resolution to the pastor/president for final consideration. Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal. *(Archdiocese Policy 1312.1 ADOPTED: 8/1/1984; REVISED: 7/2/2020)*

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, EMAIL ADDRESS, 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 xx School. Families seeking enrollment at xx 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 Volunteer Opportunities

We welcome and encourage parents to volunteer their time and talents to the school.

Parents, who are interested in volunteering/chaperoning, must be in compliance with the Safe Environment requirements before beginning their service. Visit our website or the section in this handbook for a list of the requirements or stop in the school office for more information.

Some opportunities for volunteering in the school are:

- OLQP Parent Group
- Our Lady of Guadalupe Celebration
- Catholic Schools Week
- Day of the Child
- Library Aide
- Supervision of the Cafeteria/Breakfast (7:00AM-7:40AM)
- Supervision of Playground/Lunchroom (11:15AM-NOON)

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.

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.
(Add school specific language)

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 (xx-xxx-xxx). 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 Principal 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 7am and after care from 3:15 - 5:00. 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 OLQP are eligible for the Extended Care Program but must register with the school office. Billing occurs with our trimester schedule at a cost of \$125 per trimester (1st child), \$200 per trimester (2 or more children). 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 414-672-6660 or email at mguerrero@olqpstaff.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

Cell Phones

Use of cell phones by the students is prohibited during the school day and on school property. Cell phones and other personal electronic devices (if brought to school) should be stored in the student's backpack out of the view of the

teacher at all times. Frequent violations of the cell phone policy will result in the student being required to turn their phone into the main office each day.

Students may turn in cell phones to the main office each morning for safekeeping. The school will keep the student cell phones secured (in a locked cabinet or room).

If a student is asked to hand over a device by a teacher or administrator and they refuse, create an incident, or argue against the request, they risk further corrective action at the discretion of OLQP.

Please be advised that any electronic devices are the sole responsibility of the owner of that device. At no point is OLQP nor any OLQP employee or volunteer responsible for that device unless an administrator confiscates that device. If a device is missing or lost, that student must report it to an administrator immediately.

Students may not access the camera or microphone to capture visual/audio or amplify sound without written permission from the principal. School authorities may confiscate cell phones at any time for failure to follow school policy. The administration reserves the right to search a student’s phone when there is reasonable suspicion that it may contain evidence of policy infractions (Archdiocese Policy 5145.2). In an emergency where the student needs to be contacted by a parent, please call the Main Office. Audio, video recording or photographing of others without their knowledge and permission is a serious offense and will be dealt with accordingly.

Dress Code (5132)

OLQP DRESS CODE CHART 2022-2023

	GIRLS	BOYS	NOT ALLOWED
Jumpers	4K – 3 rd Grade 4 th -5 th Grade (Jumper or Skirt) Classic Navy Plaid (<i>Land; 's End</i>) Solid Navy Blue	Not Applicable	No higher than 2 inches above the knee
Skirts	4 th -5 th Grade (Jumper or Skirt) 6 th -8 th Grade Classic Navy Plaid (<i>Land; 's End</i>) Solid Navy Blue	Not Applicable	No higher than 2 inches above the knee
Pants	<ul style="list-style-type: none"> • Solid dark navy or black uniform-type • Cotton or corduroy 	<ul style="list-style-type: none"> • Solid dark navy black uniform-type • Cotton or corduroy 	<ul style="list-style-type: none"> • Denim Jeans • Cargo/Knit Jersey/Nylon Spandex/Wind pants • Leggings/stirrups/"jeggings" • Torn, excessively baggy or overly tight pants • Decorative trim, extra zippers, studs or excess pockets on material. • May not be worn under skirt/jumper during classes
Shorts	<ul style="list-style-type: none"> • Solid dark navy uniform-type • May be worn under skirt/jumper but not extend beyond the skirt or jumper 	<ul style="list-style-type: none"> • Solid dark navy uniform-type 	<ul style="list-style-type: none"> • Denim Jeans • Skorts • Cargo/Knit Jersey/Nylon Spandex/Wind pants • Leggings/stirrups • Torn, excessively baggy, overly tight, fringed or short shorts • Decorative trim, extra zippers,

			studs or excess pockets on material.
Shirts/Tops	<ul style="list-style-type: none"> • Solid white, navy, light blue Polo, dress, turtleneck or mock turtleneck • All tops (except turtlenecks) must have a collar 	<ul style="list-style-type: none"> • Solid white, navy, light blue Polo, dress, turtleneck or mock turtleneck • All tops (except turtlenecks) must have a collar 	<ul style="list-style-type: none"> • Insignias or logos larger than 3 inches • See through fabric • Long-sleeved shirts of a different color worn under blouses or shirts • Form-fitted shirts/blouses • Oversized
Vests/Sweaters Sweatshirts	<ul style="list-style-type: none"> • OLQP sweatshirt • Cardigan/V-neck/crew neck • Solid navy,black, white gray ONLY • Must have collared shirt 	<ul style="list-style-type: none"> • OLQP sweatshirt • Cardigan/V-neck/crew neck • Solid navy,black,gray,white ONLY • Must have collared shirt or turtleneck underneath 	<ul style="list-style-type: none"> • Hooded/including Team or Spirit • Emblems/Decorations
Socks/Tights	<ul style="list-style-type: none"> • Solid white, black or navy • Crew, knee highs or tights • Socks must be visible above the shoe • Leggings allowed under skirt or jumper must be solid navy, black or white 	<ul style="list-style-type: none"> • Solid white, black or navy • Crew socks • Socks must be visible above the shoe 	
Footwear	<ul style="list-style-type: none"> • All shoes must be non-marking • Tied over the tongue 	<ul style="list-style-type: none"> • All shoes must be non-marking • Tied over the tongue 	<ul style="list-style-type: none"> • Open-toed/sandals • Clogs, backless styles Jelly, Platforms, Heelies/roller shoes • Crocs • High heels
Hair	<ul style="list-style-type: none"> • Clean, combed and out of the eyes • Hair must be natural/human hair colors 	<ul style="list-style-type: none"> • Clean, combed and out of the eyes • Hair must be natural/human hair colors 	<ul style="list-style-type: none"> • Hair may not be dyed unnatural colors
Accessories	<ul style="list-style-type: none"> • Hair bands/ribbons must not be distracting • Jewelry should be modest in size and amount • Black, Brown or Navy Blue solid belt may be worn 	<ul style="list-style-type: none"> • Jewelry should be modest in size and amount • Black, Brown or Navy Blue solid belt may be worn 	<ul style="list-style-type: none"> • Excessive amounts of jewelry • Dangling or Hoop earrings • Pocket chains • Hats/Hoods worn in the building
Make-Up	<ul style="list-style-type: none"> • Make-up must be modestly applied, <i>we prefer students do not wear make-up</i> 		<ul style="list-style-type: none"> • Fake nails
Spirit Days	<ul style="list-style-type: none"> • OLQP T-shirt, sweatshirt or team jersey • Solid navy, yellow or white shirt or long sleeve shirt • Uniform pants, blue jeans 	<ul style="list-style-type: none"> • OLQP T-shirt, sweatshirt or team jersey • Solid navy, yellow or white shirt or long sleeve shirt • Uniform pants, blue jeans 	<ul style="list-style-type: none"> • See-through fabrics • Spaghetti Straps/tank tops • Sleeveless tops/bare midriiffs
Dress Down Days	<ul style="list-style-type: none"> • Short or long sleeve shirts suitable for our Catholic environment • Clean uniform/Khaki/cargo pants, jeans, • No rips or holes 	<ul style="list-style-type: none"> • Short or long sleeve shirts suitable for our Catholic environment • Clean uniform/khaki/cargo pants, jeans, • No rips or holes 	<ul style="list-style-type: none"> • Spaghetti Straps/tank tops • Sleeveless tops/bare midriiffs • Clothing styles and clothing with ads/gestures/language/messages that are offensive to our Catholic environment
Dress Up Days Picture Day	“Sunday” best/good clothes or uniform	“Sunday” best/good clothes or uniform	<ul style="list-style-type: none"> • Same as “Spirit Day” category • Denim/blue jeans • T-Shirts • Skirts/Dresses higher than 2 inches above the knee • See-through fabrics

			<ul style="list-style-type: none"> • Spaghetti Straps/tank tops • Sleeveless tops/bare midriiffs • Clothing styles and clothing with ads/gestures/language/messages that are offensive to our Catholic environment
Game Days	Team Jersey with Uniform Pants or jeans <i>If needed, shirt worn under jersey</i>	Team Jersey with Uniform Pants or jeans <i>If needed, shirt worn under jersey</i>	
Gym Classes	K4 – 5th Grade <ul style="list-style-type: none"> • Regular uniform attire • Uniform slacks or shorts under skirt or jumper • Athletic shoes 6th – 8th Grade <ul style="list-style-type: none"> • Athletic shoes 	4K – 5th Grade <ul style="list-style-type: none"> • Regular uniform attire • Athletic shoes 6th – 8th Grade <ul style="list-style-type: none"> • Athletic shoes 	<ul style="list-style-type: none"> • Platform-type athletic shoes

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)

Schools reserve 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

SCHOOL NAME 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 2 times in the school year
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

Any event that disrupts the normal operations of a school may be considered an "emergency" and may trigger the need to use the Emergency Operations Plan. The event may involve a single individual, a subgroup within the parish/school community or the entire community.

In the event of an emergency, parents will be notified via BrightArrow and Class Dojo. It is imperative that the school office has up-to-date contact information for each student.

All staff members are provided with the school's Safety Plan Handbook. Practice drills for emergencies such as fire, tornado and lock-down are conducted throughout the school year.

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.

The following sports are offered by OLQP: Soccer, Basketball, Volleyball

Extra Curricular Activities (6145)

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on extra-curricular and enrichment opportunities. Clubs and activities are added by student interest.

School Wellness Policy

OLQP's wellness policy is a written document that guides our school's efforts to establish a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

NUTRITION EDUCATION

Our goal will be to influence students' eating behaviors especially in the lunchroom. Our policies for both cold and hot lunches will emphasize and foster healthy food choices and avoidance of non-nutritious or unhealthy choices. Classroom activities, including Family Life and Health units, will incorporate appropriate lessons for nutrition. The PE teacher and classroom teacher will include age-appropriate nutrition emphasis as part of that curriculum.

PHYSICAL ACTIVITY

Our goal will be to provide opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for our students, and the integration of physical activity into the academic curriculum. We will offer a range of curricular and extracurricular activities involving physical activities to our student body. We will foster and communicate all available opportunities for community, private and schools-based physical activity, such as teams, events, camps, etc. Our entire staff will encourage the students to be active in outdoor play and to include outdoor/indoor activities as an enhancement of instruction when appropriate. The PE curriculum and instruction will emphasize lifelong fitness and wellness as a personal goal for each student.

NUTRITION STANDARDS FOR FOOD / BEVERAGES AT SCHOOL

Our goals will be to set policies and standards that recognize the needs for healthy choices, maximizing nutritional value, decreasing fat and sugar content in foods and beverages provided for children, and monitoring portion size. The school will not allow students access to any vending machine on site. We will set guidelines that are sensible for foods served at parties and events, including strict policies for peanut and other allergies present in the school.

In addition, we will:

- Provide a safe and enjoyable environment for eating, cleaned and sanitized daily.
- Provide two sessions for lunch, at mid-day, to provide time and space for comfort and efficiency in serving.
- Provide all students with a lunch recess period for activity and socializing, along with the meal time.
- Continue to provide access to water fountains and allow bottled water in the classrooms.
- Encourage all families eligible to participate in the reduced or free lunch program.
- Refrain from the use of candy or other non-nutritious food as a reward.

- Avoid situations that deny physical activity to a child, such as taking away recess.
- Encourage the use of the building outside of school hours for physical activity.
- Remain committed to provide needed and appropriate training and in-service to improve nutrition, physical activity, health, and well-being for all staff members.

BIRTHDAY TREATS

Birthdays are incredibly important days in the lives of children. Many students bring in birthday treats for their classmates and teacher during snack time which is very thoughtful and enjoyed by all. In keeping with our Wellness Policy, parents should give consideration to good nutrition when selecting a birthday treat. Simple treats, prepackaged and individually wrapped are much easier to serve. Also be aware of any food allergies in your child's classroom.

A birthday treat may never be a substitute for lunch or used as a substitute for a child's birthday party.

PARTY OUTSIDE OF SCHOOL

The personal feelings of each and every child at OLQP are important to the faculty and staff. **Therefore NO invitations will be distributed in the school or on school property unless the invitation is extended to all members of the class (all girls and/or all boys) and then only through the teacher.**

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

Spanish Version:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

Correo:

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

Correo electrónico:

program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.