



## St Charles Borromeo Parish School

A SETON  CATHOLIC SCHOOL

# Family Handbook 2023-24

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

*According to Archdiocese of Milwaukee Policy 5101,  
the school reserves the right to amend the handbook for just cause with proper notice given to  
parents/guardians if changes are made.*



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## Introduction

### **Seton Catholic Schools 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.

### **Seton Catholic Schools 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.

### **Letter from Your Principal**

Welcome to our faith-filled community of learners. In partnership with the Seton Catholic Schools Network, we offer a rigorous and holistic education to students in K3 to 8th grade. We have a diverse student body of over 225 students with more than 60% of our students participating in the Milwaukee Parental Choice Program. Through our strong Catholic identity, rich history, traditions, and academic programming, we help students grow academically, spiritually, and personally and prepare them for their futures.

### **Mission of St. Charles Borromeo Parish School:**

A Catholic Community Dedicated to Faith, Family, and Future.

We are a faith community deeply rooted in the Catholic tradition and the Gospel teachings, challenged to further our Baptismal call. We believe our Catholic education provides opportunities to:

- Grow spiritually and morally through religious instruction, prayer and the Eucharistic celebration of the sacraments.
- Develop intellectually through a strong academic curriculum.
- Promote positive social interactions, which value and respect the dignity and worth of each human person.
- Share our time, talent, and treasure with others in our global community

### **Vision of St. Charles Borromeo Parish School:**

St. Charles Borromeo Parish School strives to be a community grounded in Catholic Values, beliefs, and traditions and have scholars with the spiritual, moral, and academic foundation to be successful future leaders in the community.

### **2023-2024 Staff and Faculty Contact Information**

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## SETON

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### **2023-2024 Seton Contact Information**

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Regional Director of "Ring Schools" (including St. Charles Borromeo) Micaela Williams  
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## School Schedule

**Hours for the 2023-24 school year:**

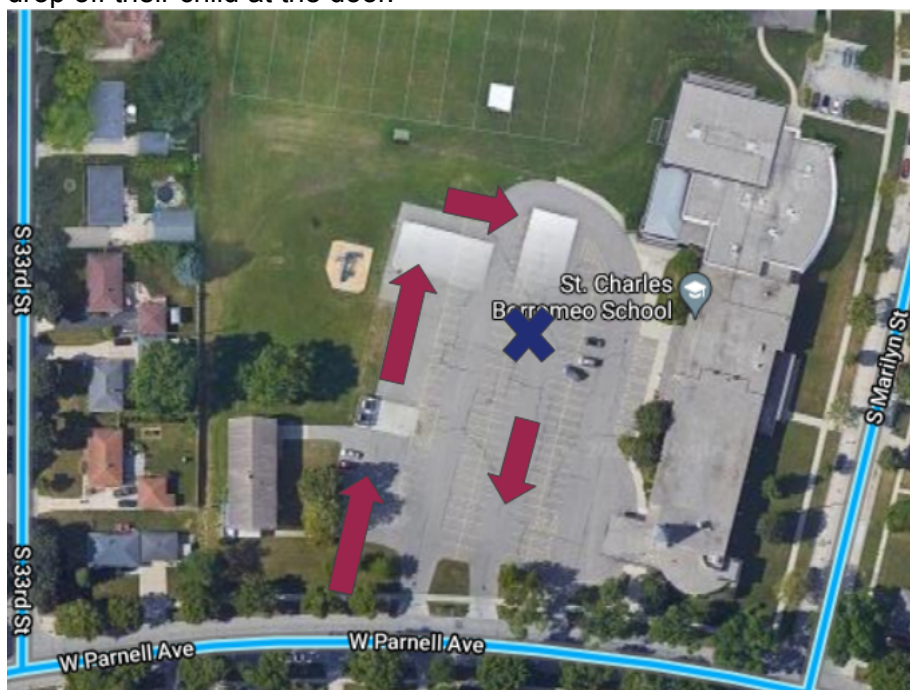


6:30 a.m.	Morning Care Begins
7:30 a.m.	Doors open
7:30-7:45 a.m.	Breakfast served
7:53 a.m.	Teachers walk students to classrooms
8:00 a.m.	Morning announcements, Tardy Bell
11:15 a.m.	Students arriving after this time are counted ½ day absent
3:15 p.m.	Dismissal Begins
3:25 p.m.	Dismissal Ends/Aftercare Begins
5:30 p.m.	Aftercare Ends

## School Procedures

### Arrival Procedures

Starting at 7:30 A.M, parents/guardians may utilize the drop-off line or park facing East and walk their child(ren) to the Parish Hall entrance. In accordance with Safe Environment policies, adults are not permitted to enter the Hall doors, but rather should drop off their child at the door.

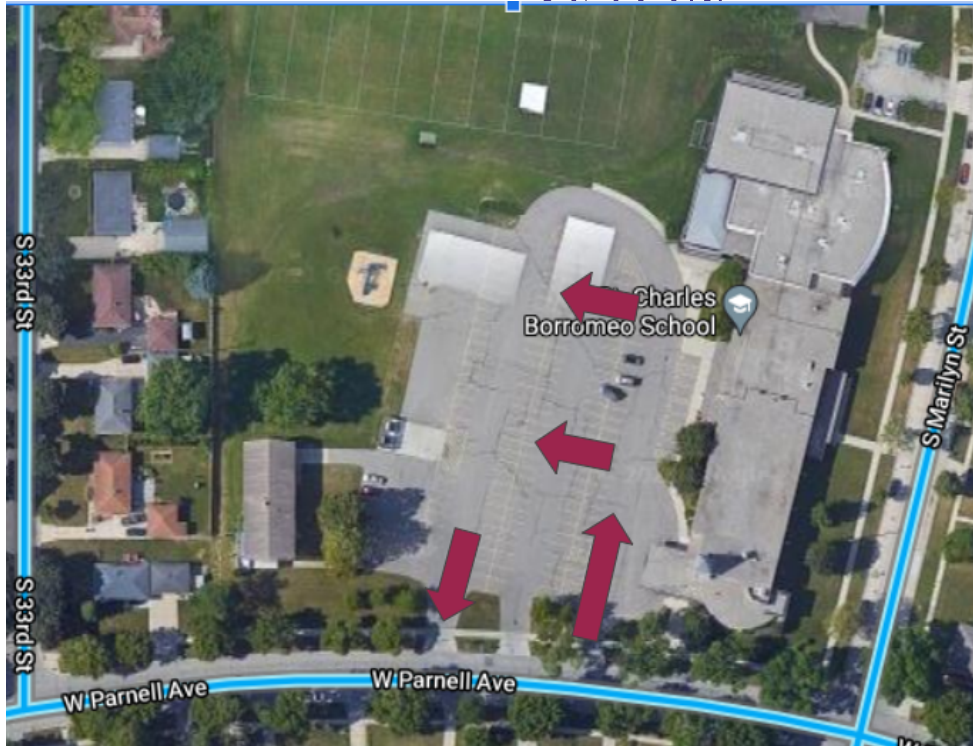


### Dismissal Procedures

Walkers will be dismissed first at 3:15 P.M, followed by all other students with their teachers. Parents/ guardians should park facing West, and pick up their child(ren) on the sidewalk from the teacher.



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**Key Steps for Pick Up:**

- 1) Enter the parking lot by the church
- 2) Pull through to an open parking space
- 3) Mind the cones
- 4) Park facing the playground
- 5) Walk up to greet student and teacher
- 6) Cars must pull forward when exiting the parking lot. Cars may not back up.

**Trimesters for 2023-24 school year are as follows:**

School Trimester Schedule	Begins	Ends
<b>Trimester 1</b>	August 28, 2023	November 17, 2023
<b>Trimester 2</b>	November 18, 2023	March 1, 2024
<b>Trimester 3</b>	March 2, 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. At SCB, students attend Mass weekly, have access to Reconciliation twice per year, and participate in rosary and Eucharistic adoration. In addition to the core religion instruction students participate in grade level service projects, Theology of the Body, social emotional learning lessons directed by the school counselor, and the Archdiocese of Milwaukee Safeguarding curriculum. Our Sunday Visitor is used in grades 5K-8 grade. Younger grades implement Pflaum.

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

### **Homework Guidelines (6154)**

The purpose of homework is to provide students with additional practice opportunities, check for students' understanding of the daily lessons, and prepare them for summative assessments. In Seton Catholic Schools, parents should expect students in grades





K4-8th to have 10-20 minutes of nightly Reading and students in grades 1st-8th to have up to 20 minutes of Math homework. Occasionally, students may have assigned homework for Religion, Art, Science, or Social Studies. Additionally, students who have not completed their online lessons on Zearn, I-Ready, Lexia, and IXL may be required to complete them at home.

### **Field Trip Guidelines**

See the policy 6153 in the [Archdiocese of Milwaukee Policy Handbook](#) for information on field trips.

### **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.

**Grades 1-3 Proficiency Scale**

3 Proficient	<ul style="list-style-type: none"><li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li><li>• Student can complete assigned tasks independently.</li></ul>
2 Developing	<ul style="list-style-type: none"><li>• Student demonstrates partial understanding of grade level standards.</li><li>• Student can sometimes complete learning activities without assistance.</li></ul>
1 Emerging	<ul style="list-style-type: none"><li>• Student needs more time to develop understanding of grade level standards.</li><li>• Student can complete learning activities with assistance.</li></ul>

**Grades 4-8 Proficiency Scale**

4 Advanced	<ul style="list-style-type: none"> <li>• Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>• Student can independently complete self-directed studies.</li> </ul>
3 Proficient	<ul style="list-style-type: none"> <li>• Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>• Student can complete assigned tasks independently.</li> </ul>
2 Developing	<ul style="list-style-type: none"> <li>• Student demonstrates partial understanding of grade level standards.</li> <li>• Student can sometimes complete learning tasks without assistance.</li> </ul>
1 Emerging	<ul style="list-style-type: none"> <li>• Student needs more time to develop understanding of grade level standards.</li> <li>• Student can complete learning activities with assistance.</li> </ul>

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

### **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

### **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 & Definition**

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 8:00 a.m., and must report to the school office for a tardy slip.

### **Absence Communication**

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

- Call the school office before 8:30 a.m. if their child will not be present and state reason for absence (see above for what constitutes an excused/unexcused absence)
- Call the school office if their child will be leaving early or coming in late and state reason



- Check in with the office when picking up a child early to sign the child out.

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.

The school reserves the right to unenroll a student who is not present for seven 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.

#### **Five Unexcused 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 a meeting and develops an attendance plan with the parents

#### **Ten Unexcused 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.

#### **Attendance Supports Plans**

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

## **Student Policies**

### **School Uniform and Dress Code (5132)**

All students of Saint Charles Borromeo follow a dress code. Each student is expected to be in compliance with the dress code each day. A dress code helps eliminate distractions, competition, and cost and foster a positive learning environment that promotes unity and school pride.

<b>3K Dress Code</b>	
Comfortable clothing appropriate for play. Velcro shoes recommended. No light-up shoes permitted.	
<b>4K-8th Grade Dress Code</b>	
Jumpers / Skirts <i>(Not applicable for boys)</i>	St. Charles Plaid color (Becky Thatcher#42)  Length may not be more than 2 inches above the knee.  Shorts, leggings or tights mandatory under skirt / jumper.
Leggings / Tights	Solid White or Navy ankle-length leggings. No pattern leggings.

<i>(Not applicable for boys)</i>	
Pants	<p>Navy blue flat-front uniform pants for both boys or girls</p> <p>All pants are to be made from khaki/ twill/ chino material. Pants can not be made from denim, jegging material, or knit. No skinny pants, joggers, sweatpants, or cargo pants.</p>
Shorts/ Skorts  <i>(Permitted ONLY May 1st through Oct 15th)</i>	<p>Navy blue flat-front uniform shorts for both boys or girls</p> <p>All shorts are to be made from khaki/ twill/ chino material. No athletic, sweat, or cargo shorts.</p> <p>Solid Navy skorts may be worn by girls</p> <p>Length may not be more than 2 inches above the knee</p>
Blouses/Shirt  (Must be fully tucked in)	<p>Button-front collared Polo style shirt - Long or short sleeves acceptable</p> <p>Long-sleeved or turtleneck shirts may be worn under uniform shirts but must be in the accepted uniform colors.</p> <p>Colors include: Solid White, Navy Blue, Powder Blue or Light Yellow</p>
Sweaters	<p>Plain knit sweater, sweater vest or cardigan in good condition.</p> <p>Colors include: Solid White, Navy Blue, Powder Blue or Light Yellow</p> <p>Must be worn with uniform shirt underneath</p>
Sweatshirts	<p>St. Charles-embroidered crew neck sweatshirts may be worn over uniform shirt. Order forms will be available during the school year.</p> <p>Solid navy blue crew neck with no logo may be worn over uniform shirt. Hooded sweatshirts are NOT permitted.</p> <p>Middle School (6-8th) grade ONLY</p> <ul style="list-style-type: none"> <li>- Navy blue hooded school-issued sweatshirt may be worn, must be in good condition (Not frayed or badly faded)</li> </ul>
Shoes	<p>Dress or athletic shoes. Must be clean, safe, and with a closed toe and back. Sandals, flip flops, light up shoes, open back/clogs, jellies, wheelies Crocs or "Croc style" shoes, platforms are NOT permitted</p> <p><b>**Athletic shoes with Non-marking soles must be worn on Gym days.</b></p> <p>Winter boots may only be worn outside, a change of shoes is required for in the building</p> <p>Heels must be shorter than 1"</p>
Socks	<p>Solid white or navy blue socks or tights. Socks must be worn at all times and be at least ankle high.</p>



Jewelry / Hair / Makeup/ Nails Body sprays	<p>One or two pairs of earrings, preferably studs, are permitted. May not be larger than a dime. No gauges. No other facial/body piercings are permitted.</p> <p>Bracelets/necklaces are allowed but limited to one or two and should be non-dangling for safety.</p> <p>One wrist watch is allowed (<b>*See “Phone and Smartwatch Policy” below</b>)</p> <p>No tattoos/body art (temporary, henna, permanent, etc.) are permitted</p> <p>No makeup is permitted in grades K 3-5th grade. Middle school students (6th-8th) are allowed to wear concealer and light mascara ONLY.</p> <p>Only natural-looking hair colors and styles are permitted. Hair accessories must follow uniform colors.</p> <p>Nails must be neatly trimmed for safety and easy use of Chromebooks. Nail polish is allowed. Fake fingernails are NOT permitted.</p> <p>Colognes / perfumes / body sprays are not allowed.</p>
Scout Attire	<p>Students attending Girl or Boy Scout meetings after school may dress in their Scout uniform.</p>
Outdoor Wear	<p>Grades 3K – 4th: Winter jacket, snow pants, hat, and gloves are required when cold. Boots are also required in cold or wet weather.</p> <p>Grades 5th - 8th -Winter jacket, hat, and gloves are required when cold. Boots are also required to play in the snow.</p> <p><b>Outerwear, such as hats, jackets, non-uniform sweatshirts, coats, boots, and scarves, are for outdoor wear only and may not be worn in the building. Shoes worn out in snow will not be allowed to be worn in classroom</b></p>

### **Dress Code for Dress Down Days (4K-8th):**

Clothing must be appropriate and safe for school, and reflect the Catholic Social Teachings of the Church. As such,

- Cargo pants, jeans, sweatpants, capris, loose athletic pants and shorts, skirts, dresses, t-shirts, and sweatshirts are allowed.
- Form-fitting pants, such as jeggings/ spandex pants/ leggings/ and yoga pants, are ONLY permitted to be worn under a dress, skirt, or top that reaches the mid-thigh
- Clothing may not be offensive or depict violence, drugs, sex, alcohol, tobacco or vape use.
- Shoulders and midriffs must be covered at all times. No crop tops, tank tops, or peek-a-boo shoulders.
- Shorts, including jean and athletic shorts, must be at or longer than fingertip length (mid-thigh) with arms at your side.
- Skirts and dresses must follow the uniform length requirement and be at or longer than 2 inches above the knee all around.
- Jeans and pants must be free from holes and rips that reveal skin above the knee
- Shoes worn must meet the uniform requirements
- Jewelry / Hair / Makeup/ Nails/ Body sprays must meet uniform requirements. Occasionally, wacky hairstyles are permitted for certain spirit days at the discretion of the principal.



## Dress Code for Dress Up Days (4K-8th):

On Birthday Blessing days, special Mass days, the Christmas Concert, and other occasions, students are allowed to wear their uniforms or dress up in their "Sunday Best." On Dress Up days, students are permitted to wear:

GIRLS	BOYS
<ul style="list-style-type: none"> <li>Uniforms may be worn</li> <li><b>Dress up</b> attire if students are not in uniform: <ul style="list-style-type: none"> <li>Dress pants free from holes and rips</li> <li>Blouses and shirts</li> <li>Sweaters/Cardigans</li> <li>Skirts/dresses; no higher than 2" above knee all around</li> <li>Form-fitting pants, such as jeggings/ spandex pants/ leggings/ and yoga pants, are <b>ONLY</b> permitted to be worn under a dress, skirt, or top that reaches the mid-thigh</li> <li>Shoulders and midribs must be covered at all times. No crop tops, tank tops, or peek-a-boo shoulders.</li> <li>Jewelry / Hair / Makeup/ Nails/ Body sprays must meet uniform requirements.</li> <li>Shoes worn must meet the uniform requirements</li> </ul> </li> </ul> <p>The following are <b>not</b> considered "dress up":</p> <ul style="list-style-type: none"> <li>Jeans, cargo, sweat, pajama, and athletic pants, T-shirts, sweatshirts, hoodies, and all other clothing items not permitted in the uniform policy.</li> </ul>	<ul style="list-style-type: none"> <li>Uniforms may be worn</li> <li><b>Dress up</b> attire if students are not in uniform: <ul style="list-style-type: none"> <li>Dress pants free from holes and rips</li> <li>Collared shirts</li> <li>Sweaters/Cardigans</li> <li>Tie (optional)</li> <li>Jewelry / Hair / Body sprays must meet uniform requirements.</li> <li>Shoes worn must meet the uniform requirements</li> </ul> </li> </ul> <p>The following are <b>not</b> considered "dress up":</p> <ul style="list-style-type: none"> <li>Jeans, cargo, sweat, pajama, and athletic pants, T-shirts, sweatshirts, hoodies, and all other clothing items not permitted in the uniform policy.</li> </ul>

\* Appropriateness of attire on uniform, dress down, and dress up days is up to the discretion of school staff. Students who are determined to be non-compliant with the dress code will be required to call home for an immediate change of clothes or provided with spare clothing donated to the school.

### Cell Phone and Smartwatch Policy

Students are not permitted to have a cell phone in school. Students whose parents require them to bring their device to school, must turn their cell phone off upon arrival at school and turn it into the Main office. Students should pick up their device at the end of the day. Cell phones cannot be used by students during before-school or after-school care, or during school events.

Similarly, students who wear smartwatches are not permitted to use them during the school day other than for keeping track of the time. Messaging and communication functions should be turned off during the school day. Parents/guardians should utilize parental controls to establish boundaries during the school day and allow their child(ren) to focus on their learning. Please note the Department of Public Instruction does not permit students to wear smartwatches during required Forward testing sessions. Students who violate this policy will be required to hand over their cell phone or

smartwatch to school staff for the remainder of the school day, and a parent/guardian must retrieve it in the Main office.

Additionally, Students are not permitted to use the office phone for any reason. Parents should impress upon their children the importance of bringing all materials with them to school in the morning. Students should make arrangements for after school activities before leaving home in the morning.

### **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.

### **Gender Identity**

According to the Archdiocese of Milwaukee's policy on gender identity, all school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun." Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

## **Behavior Policies**

### **St. Charles Borromeo Philosophy of Student Conduct**

In a Christian viewpoint of life, good discipline is an essential element in a positive, effective learning environment. It enables the students to develop his or her potential, while at the same time protecting the right of others to learn. The main objective of this Code of Conduct is to prepare the child to become responsible, respectful and a conscientious person capable of managing personal behavior.

The school does not take the place of the family in forming the child but is an extension of the home and it must have the cooperation of the parents to successfully educate the child. A central goal of St. Charles Borromeo School is to work with the home in helping students develop self discipline including being responsible for their own behavior and accepting consequences for their actions. Positive concepts of discipline are built on the belief in the dignity of each person. A central goal of the school is to help students develop self discipline rather than the use of external control to maintain appropriate behavior. As they accept their responsibility as contributing members of the school community, they will enjoy the rights and privileges.

Students attending a Catholic school are representatives to the civic community of the school and parish. Any behavior that causes negative or adverse publicity for the school on the part of the student may be cause for disciplinary action on the part of the school.

Our goal is minimal disciplinary action; however there is a need to maintain a school environment conducive to teaching, learning and security. If a student's behavior and conduct around other people is offensive, disruptive, prevents learning or physically threatening to another person, then appropriate and predetermined action is necessary.

#### Objectives

1. Create a safe and focused learning environment
2. Provide clear guidelines for student behavior
3. Help teach students responsibility for their choices and actions
4. Establish a culture of care, respect, trust, and honesty

The discipline code applies to all students in Grades 3K - 8 while on school property, during field trips or any other school sanctioned event.

#### Code of Conduct

- Arrive to school on time each day
- Follow the dress code
- Be polite and courteous to all persons
- Respect the rights of all persons
- Behave in a manner which ensures the safety of self and others
- Obey classroom and school rules and follow the instructions given by teachers, staff, and volunteers
- Respect school property and the personal property of others
- Follow all guidelines according to the Technology Usage Agreement
- Be attentive to class instruction and participate in school and class activities
- Be prepared to learn by bringing necessary materials for school and class
- Complete assigned work daily and do your best
- Be honest and cooperate with teachers, staff, and volunteers
- Maintain academic integrity and ensure all assignments handed in represent your ideas and not those of others

#### Plagiarism & Academic Dishonesty

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another" (Webster's Dictionary, 1961, 2001). Plagiarism includes exact copying, rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Academic dishonesty includes but is not limited to copying or allowing another to copy any of the following: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers. Plagiarism and academic dishonesty are acts of stealing and fraud and, therefore, not tolerated at St. Charles Borromeo Parish School.

#### Parental Expectations

Ultimate responsibility for a child's behavior rests upon the parents. The following are the specific responsibilities in relationship to their school and parish:

- Be responsible for knowing the school calendar and daily schedule
- Ensure your child arrives to school prepared and on time daily





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- Establish a home routine with homework expectations and bedtimes that allow your child to be successful at school
- Communicate absences and important information to the School office
- Maintain communication with your child(ren)'s teacher regarding academic and social/emotional progress and concerns
- Support the parish and school by offering "time, talent and treasure" to help all areas of parish/school life.
- Support the school in ensuring your child(ren) follow all school rules and expectations, and accept consequences for any violations on the student's part





- Send students to school with proper attention to health, personal hygiene, and in accordance with the school dress code
- Comply with the school's requests including reading all communications and responding as requested
- Attend conferences to share progress in school and home, and plan for continued improvement

According to Archdiocesan Policy 1312, parents/guardians are expected to support the school's mission, adhere to the policies and procedures outlined in the St. Charles Borromeo and Archdiocesan handbooks, and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operations of the school nor display distrustful, disruptive, or harassing behaviors toward school staff or families. Failure to do so may result in the school taking corrective action up to terminating the enrollment of the parent's child/children.

## Seton School Culture Plan

### Rationale

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.

### 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



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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.

### Seton Shared Values

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.

Community		Joy		Transformation	
<b>Cooperative</b>	Completes tasks Helps others when needed	<b>Positive</b>	Look for the Good in every situation/person Assume the best	<b>Conscious</b>	Making good choices. Encourages others. Learn from mistakes
<b>Safe</b>	Know your school community Know your surroundings	<b>Zeal</b>	Loving God So much it gives you energy Being driven by an intense love for God	<b>Adaptable</b>	Flexibility Patience Good teammate
<b>Helpful</b>	Assists students and staff	<b>Cheerfulness</b>	Allows others to contribute during group activities Invites others to participate in group activities	<b>Visionary</b>	Creative Forward thinking
<b>Encouraging</b>	Uses positive praise often Gives staff and student shoutouts	<b>Grateful</b>	Express their joy. Celebrate all of God's blessings. Value the small things in life	<b>Humble</b>	Humility Own your mistakes Can take constructive criticism and improve.



<b>Friendly</b>	Smiles and uses warm tones when addressing others	<b>Enthusiastic</b>	A lively interest in someone or something.	<b>Courageous</b>	Stick to your beliefs Good morals Brave
<b>Reliable</b>	Follow through on tasks.			<b>Urgent</b>	Organizational skills Task completion

<b>Service</b>		<b>All In</b>		<b>Justice</b>	
<b>Considerate</b>	Thinks of others before themselves	<b>Dependable</b>	Shows up every day Completes assignments Volunteers/can be counted on to help without asking	<b>Fair</b>	Taking only your fair share Taking turns Sharing
<b>Generous</b>	Uplift others Give First Embrace empathy Pray for others wellbeing	<b>Honest</b>	Speaking the truth Seeking the truth	<b>Equitable</b>	Dealing fairly and equally with all concerned
<b>Giving</b>	Donating items you aren't in need of Sharing your time and talents with others	<b>Loyal</b>	Sticking with it despite I'm challenges Speaking up for your community	<b>Caring</b>	Attention to others' needs Dependability to be there for the other person
<b>Selfless</b>	Putting others' feelings and needs above your own	<b>Tolerant</b>	Accepting of differences Moving forward despite frustrations Showing interest in someone's differences		
<b>Compassionate</b>	Understanding others' distress and a desire to alleviate it.	<b>Responsible</b>	Doing your part Completing tasks Helping others who are		
<b>Kind</b>	Share with others Provide positive words & praise	<b>Inclusive</b>	Not excluding any of the parties or groups involved		

## Discipline

St. Charles Borromeo is committed to providing a safe and focused environment. We have high expectations for student behavior and we believe students need to be respectful, responsible and ready to learn in the classroom, on the playground, in the hallway, cafeteria, bathroom, during extracurricular activities and church. Students attending St. Charles Borromeo are representatives of the civic community the school resides in and the parishes connected to the school. We expect all students to represent the school through their behavior, attitude, and speech both in and outside of the school day.

St. Charles Borromeo faculty utilizes an array of strategies to promote positive behaviors at school, such as the use of verbal praise and classroom systems like Class Dojo. Similarly, faculty use an array of least invasive techniques and consequences to correct misbehaviors and teach students to take responsibility for their actions.

In the event a student does not follow expectations or violates the code of conduct, St. Charles Borromeo staff will utilize the network-aligned and leveled Response to Behavior plan outlined below.

## Response to Level 1 Behaviors

For Level 1 Behaviors, which include, but are not limited to: violations of school rules, minor disrespect, disruptive or destructive behavior, and unpreparedness.

Teacher Strategies
<p><b>Consequence</b>  <i>(1-2 redirection strategies per student used prior to consequence)</i></p> <p><i>Threshold for Entry to Each Class</i>  <b>Positive Praise &amp; Positive Narration</b></p> <p><b>Least Invasive Redirection Strategies</b></p> <ul style="list-style-type: none"> <li>● Group Reminder</li> <li>● Anonymous Reminder</li> <li>● Proximity</li> <li>● Signaling</li> <li>● Quick Private Word (immediately or later)</li> <li>● Quick Public Word</li> </ul>

Consequences
<p><b>First Offense:</b> Use of visual behavior tracker</p> <p><b>Second Offense:</b> Reflection within the classroom (removal from activity), prayer corner</p> <p><b>Third Offense:</b> Conversation with teacher and guardians to plan for success (teacher emails or calls parent to set up time to talk)</p> <p><b>Fourth Offense:</b> Move to serious infractions</p> <p><b>Adhere to accomodation ex (IEP, 504 plan)</b></p>

### Response to Level 2-4 Behaviors

For Level 2, 3, & 4 behaviors, including repeated misbehaviors, serious disrespect, aggression, bullying, and other more serious offenses, the School Principal, in conjunction with the school culture team, will determine appropriate consequences.

Consequences may include, but are not limited to a loss of privileges, lunch detention, parent meeting, regular meetings with the school counselor, behavior plan, in-school suspension, out-of-school suspension, and expulsion.

Behaviors that result in possible removal from school (probation, suspension or expulsion) will follow Archdiocesan policy 5144 in the Archdiocese of Milwaukee Policy Handbook.

### 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. See the full policy 5131.1 in the Archdiocese of Milwaukee Policy Handbook for reporting procedures and consequences.

## Communication

### **School/Family Communication**

Families receive a weekly communication from the school electronically through Bright Arrow called the Borromeo Buzz. The Buzz contains important information regarding school events and expectations for students as well as opportunities to get involved in our school community. Please contact the school if you do not have consistent access to email/internet and would like paper copies of all communications.

### **Teacher/Family Communication**

Parents/Guardians are encouraged to contact teachers via email with concerns or questions. Teachers share their email contact information with parents/guardians at the start of the school year. Teachers and staff do not always have immediate access to email during the school day. If you do not receive a response within 24 hours (excluding weekends and holidays), please contact the school office. If there is an emergency or an immediate concern, please contact the school office.

### **Conferences (5124.1)**

Parent-teacher conferences are held twice per year. Fall conferences are mandatory for families to attend. Winter conferences are scheduled at the discretion of teachers and by the request of families.

### **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)**

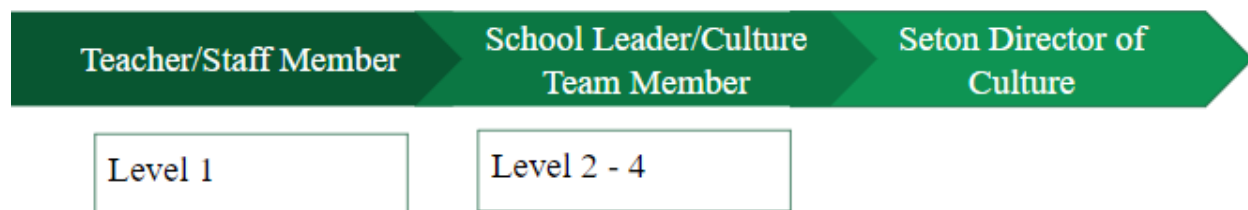
From time to time, school staff take pictures or videos of students in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the 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)

For all school-related issues, the parent/guardian should first contact the school representative directly involved. For example, concerns related to classroom instruction, classroom interactions, or a teacher's response to a level 1 behavior should be directed to the teacher directly involved. Dissatisfaction with the results of a conversation with a teacher, concerns regarding the school's response to level 2-4 behaviors, and any other school-related concerns should be directed to the Principal.

If there is dissatisfaction with the result of a conversation with the Principal, a parent/guardian may contact Micaela Williams, the Seton Regional Director for Ring Schools at [mwilliams@setoncatholicschools.org](mailto:mwilliams@setoncatholicschools.org).

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



## 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, [info@scbmil.org](mailto:info@scbmil.org), 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](http://www.wtmj4.com)





- WISN Channel 12 television; [www.wisn.com](http://www.wisn.com)
- FOX Channel 6 television; [www.fox6now.com](http://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.

**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 (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 are encouraged to offer their services as volunteers. The School, the Home and School Committee, and the Athletics Committee organize opportunities throughout the year. 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.

## 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. See the full policy 3270 in the Archdiocese of Milwaukee Policy Handbook.

## 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)**

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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. 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.



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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.

### **Suicide Prevention (6164.12)**

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

### **School Wellness Policy**

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

The Network is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences





and special dietary needs.

All meals shall be accessible to all students and meet or exceed current nutrient requirements established under the Healthy Hunger-free Kids Act of 2010.

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

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

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

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

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

Adoption Date: May 11, 2021

**Snacks:** Students are welcome to bring a light snack to school to be eaten at teacher-designated times in the classrooms. Snacks should be nutritious in nature. Soda and junk food are not allowed. Snacks like fruit, vegetables, cheese and crackers, yogurt in tubes, etc. are recommended. Please make sure snacks are easily eaten in the classroom such as finger foods. Classroom teachers will notify parents of any restrictions due to allergies.



**Lunch Program:** Breakfast and Lunch are free to all students. SCB qualifies as a CEP (Community Eligibility Provision) school. Students may choose a grab and go breakfast and hot lunch or bring a cold lunch from home. Milk options consist of white or chocolate.

If a student chooses to bring a lunch from home it should be appropriate for the appetite of the child, sufficient and well balanced. Throwing away food items not eaten is discouraged. Uneaten food should be taken home. No fast food, soda or candy. We do not expect students to “clean their plate” but do encourage them to take a few bites of hot or cold lunch.

As a CEP school they will receive 1 complete meal, including 1 milk. If an extra milk is requested or is ordered, the student's family will be charged \$.50 per additional milk.

**Water bottles:** Students are allowed to bring water bottles to school for use in the classroom. Water bottles must have a closed lid, be see-through and have the student's name clearly written on it. Water is the only thing allowed in them (i.e. no soda, juice or flavored water or tea). Water bottles must be taken home daily to be washed. Please use reusable bottles when possible rather than throw away or recyclable.

**Cafeteria Refrigerator/Freezer/Microwave:** There is no refrigeration, freezer or microwave available for student use.

## 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 6:30 am and after care from 3:25 pm- 5:30 pm. 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:** Families must be current with the payment of fees in order to participate.

FEES \$25.00 non-refundable Registration Fee per family

BEFORE CARE:(6:45 -7:45 am) \$5.00 per morning

AFTER CARE:(3:15-5:30 pm) \$5.00 if you pick your child up before 4:15 PM

\$10.00 if you pick your child up by 5:30 pm

**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 the school office with the information



414-282-0767 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.

**Snacks & Programming:** Snack is eaten when they arrive. The children are then given the choice of different activities including, but not limited to: homework, 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.

## **Safety & Security**

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

### **Asbestos (5140.11)**

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

### **Safety Drills (6114.1)**

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

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

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



- **Hold** (In Classroom or Area)- There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.
- **Secure**- The Secure action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.
- **Lockdown**- A Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.
- **Evacuate**- Evacuate is called when there is a need to move people from one location to another for safety reasons.
  - On-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can be resolved quickly, the school may have to plan for early dismissal.
  - An off-site evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat.
  - If there has been a violent event at the school, an off-site evacuation will almost always be necessary.
- **Shelter**- Shelter is called when specific protective actions are needed based on a threat or hazard. Training will include response to threats such as tornadoes.

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

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

## Emergency Communication

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

## Emergency Notification System

The school uses Bright Arrow to send text and email notifications to families of emergencies.

## 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.

## **Extracurricular**

### **Athletics and Extracurricular Activities (6145)**

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on school and parish based athletic information.





### **Building Use & Planning**

Building usage for Athletics, school events, non-school and non-school sponsored events should be coordinated directly with the Parish Director of Administrative Services, Jenny Sczesny, [jsczesny@scbmil.org](mailto:jsczesny@scbmil.org) or 414-281-811.

## **USDA Non-Discrimination 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, audiotope, 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](#), (AD-3027) found [online](#), 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](mailto: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





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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](#), 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](mailto:program.intake@usda.gov).

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