

Seton Family of Schools Handbook 2025-2026



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

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Seton Catholic Schools Mission, Vision, Core Values

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

Mission

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

Vision

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

Core Values

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

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

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

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

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

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

Trimesters Calendar & Dates

School Trimester Schedule	Begins	Ends
Trimester 1	August 25, 2025	November 13, 2025
Trimester 2	November 14, 2025	February 26, 2026
Trimester 3	March 2, 2026	June 10, 2026

Seton Catholic Schools Curriculum and Instruction

At Seton Catholic Schools, we are committed to providing a high-quality, faith-based education that meets the needs of the whole child—spiritually, academically, and emotionally. Rooted in Catholic values and guided by equity, our instructional approach is informed by best practices from high-performing urban and suburban schools, both locally and nationally. Students learn from standards approved by the Archdiocese of Milwaukee, and we continually refine our instructional practices to ensure high levels of engagement and learning for all.

To accelerate achievement in foundational skill areas, Seton students receive 90 minutes of English Language Arts (ELA) and 90 minutes of math instruction each day, along with targeted small group intervention and enrichment.

We also remain deeply committed to holistic education. Every student participates weekly in religion, art, music, and physical education.

Math: Seton Catholic School students receive 90 minutes of math instruction each day. Lessons include whole group instruction, small group support, independent work, and a digital learning component. Students in grades 5K–8 use *Zoom* as the core math curriculum.

English Language Arts (ELA): Students receive 90–120 minutes of ELA instruction each day, depending on grade level. ELA lessons include whole group instruction, small group work, and a digital learning component. *Amplify ELA* and *CKLA* are used as the core curriculum resources.

Science: Science instruction incorporates hands-on labs and demonstrations, text analysis, and conceptual understanding. *Amplify Science* is used in grades 3–8, while *Mystery Science* is implemented in grades 4K–2.

Social Studies: Social Studies instruction is rooted in primary sources and integrates Catholic Social Teachings. Students develop into responsible citizens who understand, participate in, and make informed decisions about the world around them. Social Studies content is embedded in the *Amplify* curriculum and further supported by the *Achievement First* curriculum in grades 4–8.

Religion: Students participate in daily religion instruction and prayer. They also attend Mass and prayer services regularly. In addition to core religion classes, students engage in grade-level service projects, Theology of the Body, and the Archdiocese of Milwaukee’s Safeguarding curriculum. *Our Sunday Visitor* is used in grades 5K–8, while *Pflaum* is used in younger grades.

Supplemental Technology Programs: High-performing schools enhance instruction with effective digital tools. At Seton, students engage in whole group lessons, small group support, independent work, and select computer-based programs to reinforce learning. Examples include *Zearn* and *Boost*. To meet a wide range of student needs, Seton also offers additional instructional support for students who may benefit from more personalized or intensive learning opportunities. These supports include services for English Learners (ENL) and structured interventions designed to accelerate progress in key academic areas.

Introduction to the Science of Reading

At our Seton Catholic Schools, we believe every child is full of promise and purpose. Rooted in our faith and deep care for each student, we see reading as one of the most important skills a child can learn. It opens the door to learning in every subject and helps each student grow into the capable, confident learner they are meant to be.

We are committed to ensuring every child becomes a successful reader by providing high-quality, research-based literacy instruction. Our school follows the science of reading, which emphasizes explicit, systematic instruction in phonemic awareness, phonics, fluency, vocabulary, comprehension, writing, and the development of background knowledge. To support this approach, we use Core Knowledge Language Arts (CKLA) in grades K 4 through 8. This curriculum is grounded in best practices and aligned with how children learn to read.

We assess student reading progress using the NWEA MAP assessment, which serves as our screener across all schools in our network.

In addition to CKLA, we utilize programs such as Corrective Reading, Lexia Learning, iReady, Sunform, Eclipse and Lexia English.

This policy outlines the supports and criteria related to promotion from 3rd to 4th grade in accordance with Wisconsin Act 20.

Promotion Policy: Grade 3 to Grade 4

Effective: September 1, 2027 In accordance with 2023 Wisconsin Act 20

Intent

It is the intent of Seton Catholic Schools to ensure students who are promoted to fourth grade have the necessary skills to become proficient readers in the fourth grade and beyond. This policy outlines this School's guidelines for promotion to fourth grade using a Multi-Tiered System of Support ("MTSS") framework to provide effective instruction and intervention to at-risk students.

To ensure every child receives the support needed to become a successful reader, our school follows the requirements of Wisconsin Act 20 for promotion from Grade 3 to Grade 4. Beginning September 1, 2027, all 3rd grade students who score at or above grade level in reading on the Wisconsin Forward Exam will be promoted to 4th grade.

This decision will be made by a team that includes the student's parent(s) and relevant school staff. The decision by this team will be made based on the following criteria:

- A. Standardized Reading Test Scores
 - a. An evaluation of the student's 3rd grade standardized reading test scores.
 - b. Whether the student scored in the lowest level of proficiency on the Forward Exam or other standardized assessment and factors contributing to the scores.
- B. Interventions and Instructional Services
 - a. How long the student has been receiving interventions and any additional instructional services
 - b. How the student has responded to those interventions.
 - c. Whether those supports would continue if the student is promoted.
- C. Academic and Teacher Input
 - a. The student's overall academic performance.
 - b. Teacher recommendations, based solely on academic performance.

D. Parent Input and Other Factors

- a. The opinion and wishes of the student's parent(s).
- b. Whether the student qualifies for a good cause exemption under this policy.
- c. What, if any, potential alternatives to retention are available to the student.
- d. Any other relevant information

Any 3rd grade student who scores below grade level in reading on the Wisconsin Forward Exam will be provided with a range of instructional services and supports as required by law. These services include intensive instruction, ongoing progress monitoring, and interventions designed to address the specific areas of reading deficiency. Families will receive written notification outlining the support plan for their child.

In addition, our school will offer a summer reading program each year to students who score below grade level in reading. Students are encouraged to participate in this program annually until they demonstrate grade-level proficiency in reading on a summative assessment.

Good Cause Exceptions

In accordance with 2023 Wisconsin Act 20, a student who meets certain conditions may be exempt from the requirements outlined above. These good cause exceptions include:

- The student is classified as limited-English proficient according to the Wisconsin state statute, meaning their English language skills are limited due to the use of a non-English language in the home or community, and they have difficulty performing classwork in English as a result.
- The student has an Individualized Education Plan (IEP) that indicates taking the statewide 3rd grade reading assessment is not appropriate.
- The student has an IEP or a 504 Plan that indicates the student has received intensive intervention in reading for more than two years, continues to demonstrate a deficiency in reading, and has previously been retained for a total of two years in kindergarten through 3rd grade.
- The student, even without a formal plan, has received intensive intervention in reading for two or more school years, continues to demonstrate a reading deficiency, and has also been previously retained for a total of two years in kindergarten through 3rd grade.
- The student scores proficient in reading on a Department of Public Instruction (DPI)-approved alternative standardized assessment.

Decision to Promote

If, based on the above criteria or good cause exception, the team determines that promotion is appropriate, one of the relevant school staff must document the decision in writing with a thorough explanation of how each criterion was considered in support of promoting the student.

For a promoted student who has not yet met grade-level reading standards, the school must do all of the following:

1. Continue to provide Tier 2 or Tier 3 reading interventions until the student meets grade-level expectations
2. Provide the student with intensive instructional service, progress, monitoring, and supports as appropriate to the student's identified needs
3. Provide the student with access to an intensive summer reading program each summer until the student scores at grade level on the summative assessment
4. Regularly monitor the student's progress and adjust instruction accordingly.

Decision to Retain

If, based on the above criteria or good cause exception, the team determines that retention is appropriate, the recommendations must be put in writing with a thorough explanation addressing each of the above listed criteria and individual justification for retention as an instructional intervention.

A retained student must receive:

1. Assignment to a teacher rated effective or highly effective in literacy instruction and trained in evidence-based reading practices aligned to the science of reading
2. Small-group or individualized reading interventions at least 3 times per week
3. Weekly progress monitoring;
4. A personal reading plan (PRP) with goals and strategies;

Transfer Students

If a student enrolls in the school as a 3rd grader and there is no documentation of intervention from the student's previous school, and the student has not been identified as "at-risk" on any assessment available to the school, the student shall not be subject to retention under this policy and shall be promoted to the 4th grade.

We are committed to supporting every child's literacy journey and will continue to collaborate with families to ensure all students are set up for long-term academic success.

Standards-Based Grading (5121)

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

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. Effective grading practices are necessary for improved teaching and learning. Assessment and grading are ongoing processes that guide continuous learning. 3K, 4K and 5K use a narrative reporting tool that is sent home at semester (January and June).

Academic Standards

Each school has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.

Homework Guidelines (6154)

Homework is meant to support your child's learning by helping them practice what they've learned in class, get ready for new material, or think more deeply about what they're studying. It should build good study habits, independence, and responsibility over time.

General Expectations:

- Daily Reading (ELA): 10 minutes at home
- Math Practice: Up to 20 minutes daily
- Homework will vary depending on grade level and subject.

Teachers will clearly explain the purpose of homework and give helpful feedback. Homework should not be overwhelming—it's meant to help students grow and know what they still need to work on.

If your child is absent, you may contact the school office by the end of the day to request any homework. Students are responsible for making up missed work, quizzes, and tests. We encourage families to help students connect with their teacher to make a plan for completing missed assignments. In cases of extended absences, please reach out to the school leadership team for additional support.

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 Senior Director of Curriculum and Instruction.

Special Education Program and English as a New Language Program

Purpose

The Seton Catholic School's Special Education Program believes in the words of St. John Paul II that *"The human being is single, unique, and unrepeatable, someone thought of and chosen from eternity, someone called and identified by name"*. We strive to ensure all students receive the support, accommodations, and services that their uniqueness requires to be successful in the school.

Special Education Program and Services

SNSP Enrollment

All students with qualified Individualized Catholic Education Plans or Services Plans are eligible to enroll in the Special Needs Scholarship Program. This program provides the school with additional funding to provide additional support and services for the students within the program. For more information visit

<https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications/25-26>

Modified Services Agreement

This is a signed document required for acceptable enrollment in the Special Needs Scholarship Program. Students enrolled in SNSP are eligible to be offered additional services such as Speech therapy, occupational therapy, specialized instruction in reading, specialized instruction in math, and counseling.

Referral Process

- Teacher submits a School-Based Notice of Concern (Written or Electronic) to School Leadership Team

- Team reviews Notice and chooses one of the following options:
 - A. Meet with the Teacher to gather more information.
 - B. Leadership Team member observes student during time of support needed.
 - C. Recommend additional supports for a defined amount of time.
 - D. Observation of student concern(s) is conducted by Jade & school personnel.
Determination of intervention type or Referral for Special Needs is made.
- If an intervention decision is made, please implement for 4 weeks and progress is monitored from there.
 - A. If growth is shown, continue the intervention; (after 2 more weeks, another meeting is held to gauge the effectiveness of the intervention and whether or not a Special Needs Referral is needed or continued interventions
 - B. If no growth is shown, team should strongly consider all supports needed but consider a Seton Special Needs Referral. Also, a parent must sign a Parent Acknowledgement Form that the Seton Special Education Team is now working with their child.
- Submit Sped Referral using the Google Link; information submitted should include areas of concern, previous interventions, data such as academic records/progress, behavior logs, work samples from teachers etc.

Seton Special Education Team will work through next steps and will be submitting Referrals to the local districts.

Evaluation Process

If a student is identified through the Seton Special Education Referral as having additional needs, we can recommend and walk the Evaluation Process to identify if there is an underlying area of concern. This will be done with the Local Education Agency (School District) for the school's area of residency. The Seton Special Education Team will assist in the complicated process to ensure that each student is receiving a comprehensive evaluation as required by WI State Law.

Day 1 - Seton Special Education Team submits the following:

- Referral to District (Document specific to the district)
- Parent Agreement Form (Allows the Seton Special Education Team to advocate throughout the process and ensure it is completed effectively)

Day 1-15 - District has 15 days from date of Referral sent to send child's parents a receive parent consent to evaluate the child or determination of no additional data needed (WI Law 115.77)

- District has 60 days to determine if a child has a disability - WI Law 115.78a

- 30 days from determination - The local LEA shall conduct meeting to develop an IEP and determine placement within 30 days of the determination that a child is a child with a disability - WI Law 115.78c
- After completed Individualized Education Plan - Student can begin new student enrollment in the SNSP at identified school

ENL Student Identification Processes

Upon enrolling in a Seton Catholic School, each student file includes a Home Language Survey (HLS) that is included within the application paperwork prior to the beginning of the school year. This form must be completed by a parent or guardian and only needs to be completed the first year of enrollment at a Seton school. Within this form, the parent or guardian must identify the child's primary language at home as well as give permission through a signature for screening if the primary language at home is one other than English. If you are enrolling more than one child at the school, a form must be completed for each individual child.

The student is then screened through a nationwide online platform called the WIDA Screener that assesses their English Language development in the areas of listening, speaking, reading and writing. Based on their results, they will be placed within an A or B/C tier which will determine what version of the nationwide ACCESS test they will take in the Winter of that academic school year that will evaluate their performance within the four English language domains of: listening, speaking, reading and writing .

These test scores do not affect your child's academic standing or grades. These results provide a baseline for the Student Support Team on how to best support your child throughout their academic studies that school year. The plan may consist of a variety of approaches in order to best serve the student such as push-in support and/or pull-out support.

For further information on the WIDA Screener please refer to this link:

<https://wida.wisc.edu/assess/screener> For further information on the ACCESS Test please refer to this link: <https://wida.wisc.edu/assess/access>

ENL Learner Profile

Students that are identified as English as New Language Learners will be receiving an ENL Learner Profile upon completion of one ACCESS assessment. This profile will provide the CAN-DO descriptors of what students can do in English at that specific level and also provide scaffolds in the classroom for additional support.

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

- Student 1:1 clients
- Student & Family interventions
- CPS referrals / emergency or concerning situations
- Small group or grade level sessions, topic related

School Services

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

Seton partnerships, DPI and community resources

Religion and Mass

Students at Seton Catholic schools have daily access to Religion instruction and prayer. Students attend Mass and prayer services regularly. In addition to the core religion instruction students participate in grade level service projects, Theology of the Body, and the Archdiocese of Milwaukee

Safeguarding curriculum. Our Sunday Visitor is used in grades 5K-8 grade. Younger grades implement Pflaum.

Religious Activity Opt Out

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

Field Trips (6153)

Field trips, retreats, service projects, and other off-campus experiences are important parts of our academic and faith formation program. These opportunities help students deepen their learning, grow in faith, and connect with the wider community. To ensure a safe and positive experience for all, students must be in good standing with behavior, conduct, and attendance in order to participate.

Attendance Policy (5112)

Regular attendance at school is essential for a student's academic success, personal development, spiritual growth, and future opportunities. Being present in school consistently ensures that students can take full advantage of the learning experiences, support, and resources offered.

Attendance Goal for Every Student: 95% or higher

What does 95% attendance mean?

- 95% attendance = 9 missed school days per year
- 95% attendance = 1 day missed every month
- 95% attendance = nearly 2 weeks missed over the course of a school year

At Seton Catholic Schools, we believe that every student deserves the opportunity to learn, grow, and succeed each day. That's why we encourage all students to strive for 95% or higher attendance, ensuring they make the most of their time in class and stay connected to their teachers and peers. Consistent attendance builds strong academic habits, supports social and emotional development, and prepares students for future success. Every day counts—when students are present, they thrive. Together, we can build a culture where showing up is the first step toward achieving our dreams.

Absence Types & Definitions

Students are expected to attend school daily during the scheduled school hours from 8:00 am to 3:15 pm.

Absent: Students will be considered absent when they are not present in school.

Half Day Absent: Students will be marked absent half day if they arrive at school after 9:30 am and attend until the end of the day. Students will be marked absent half day if they leave before 1:45 pm.

Excused Absences: Excused absences include illness (physical or mental health), family emergency, medical appointments, hospitalization, legal appointments, attendance at another school for the purpose of testing or shadowing, funeral or religious services, and suspensions.

Unexcused Absences: Unexcused absences include, but are not limited to, no notification from parent/guardian, vacations, transportation issues, oversleeping, weather, student refusal, and traffic issues.

Prearranged Extended Absences: Parents/guardians must notify the school office at least one week in advance when the absence will last 3 or more days. Parents/guardians must obtain and complete an extended absence form that is signed by the Leadership Team and the parents/guardians. Family vacations should be scheduled during regularly scheduled school breaks. For a pre-arranged absence of more than 3 consecutive days, the Leadership Team may request a conference with the parents/guardians to develop an academic plan for the period of absence.

Early Pickup: If a student leaves school between 1:45 pm and 3:15 pm their attendance is tracked in PowerSchool with an LE (Left Early) code. Parents/guardians are encouraged to keep their children in school for the whole school day and schedule any appointments accordingly so students do not miss any school. However, when it is necessary to pick up your child early from school, a parent/guardian must contact the school office no later than two hours prior to the pick up time with the reason for the early pick up. The person picking up the student must report to the school office to sign out the student.

Tardy: Students are tardy when they arrive between 8:01 am and 9:30 am. If a student experiences excessive tardies, a mandatory meeting may be scheduled with the parents/guardians to create a formal plan and offer support. When a student arrives at school at 8:01 am or later, an adult must accompany the student to the office to check in.

Truant: A student will be considered truant if he or she is absent part or all of one (1) or more days from school without an acceptable excuse (see Excused Absences above).

Habitual Truant: A student will be considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held.

Absence Communication

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

- Contact the school office before 8:30 am if their child will not be present and state reason for absence (see above for what constitutes an excused/unexcused absence).

- Contact the school office if their child will be leaving early or coming in late and state the reason. An adult must report to the school office when their student arrives late or leaves early.
- All pre-planned absences must be reported in advance to the school office. The parents/guardians must complete an Extended Absence Form for all planned absences of 3 or more consecutive days. Teachers may not be able to provide homework in advance of the absence. Students are responsible for all make-up work upon return to school.

5 Unexcused Absences result in:

- A truancy letter is sent to the parents/guardians notifying them of the number of unexcused absences.
- A mandatory meeting will be scheduled with a member of the Leadership Team to discuss the nature of the unexcused absences and offer support or help.

10 Unexcused Absences result in:

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

10 Total Absences (total of all unexcused and excused absences) result in:

- A member of the school office or Leadership Team will call the parents/guardians regarding the number of absences.
- A formal plan may be developed at this time.

15 Total Absences (total of all unexcused and excused absences) result in:

- A mandatory meeting will be scheduled with a member of the Leadership Team to discuss the nature of the absences with intent to help and support. A formal plan will be developed at this meeting.
- 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.
- If the parents/guardians are unresponsive to outreach, the school office will send notice via a certified or registered letter notifying them of the number of absences.

7 Consecutive, Unexcused Absences: If a student accumulates seven consecutive absences without notice from the parents/guardians, the school reserves the right to withdraw the student. If the school withdraws a student under this clause, a letter will be sent to the parents/guardians notifying them of the withdrawal.

Parent/guardian Partnership: A strong partnership between parents/guardians and our school ensures students can fully benefit from the academic excellence and spiritual formation provided. Mandatory meetings allow us to discuss and develop a plan that meets your family's needs and ensures your child is in school daily and on time. If the parents/guardians are unresponsive to the school's outreach of a mandatory meeting, the child may be withheld from class until the meeting occurs.

Behavior Policies

Seton Commitment to Excellence

The Seton Family of Schools has a high expectation for our educational and faith partnership with strong support and participation by our partners - Parent/Guardian, Student, and School Staff. Read over our Seton Commitment to Excellence and sign to show your support. We encourage you to post a copy of this commitment in a common area at home as a reminder - refrigerator, bulletin board, room or similar place.

Seton School Culture Plan

School culture is more important than ever. The Seton family of schools and our 15 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

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

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

What components support our Seton Culture Plan?

**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

Sample Behaviors

Samples of Level 1 Behaviors - managed in the classroom

<u>Level 1</u>	
<u>Philosophy</u> - The spirit of responding to minor behavior is that we want to have the student CHANGE the behavior in a way that SUPPORTS a strong student-teacher relationship. We believe that minor behaviors should be handled in the classroom. The frequent use of positive praise in conjunction with least invasive strategies should support students aligning to expectations.	
Infraction	Examples
Violation of School Rule	Inappropriate use of technology (social media, etc..) Chewing gum Being out of uniform
Minor Disrespect	Minor disrespect of a fellow scholar or scholars (including inappropriate language) Minor disrespect of a faculty member, staff member, visitor, volunteer, school transportation provider, or other member of the school community
Disruptive or Destructive Behavior	Disrupting class or school activity for any reason Prayer Service or Mass disruption Horse-playing Running in hallways Making unreasonable or distracting noise Being off-task Refusing to follow directions
Unprepared for Class	Being unprepared for class Failing to maintain desk or locker area as required *give them the material they need and follow the strategies

Samples of Level 2-4 Behaviors - Office Referral

Level 2: Serious Infractions	
Philosophy: Previous consequences have not changed the student's behavior. This section focuses on identifying the cause for the behaviors and providing a plan for success or needed resources	
Repeated Misbehavior (Carry over from 4th offense of infractions)	Failing to comply with school-imposed consequences (e.g., skipping or refusing to go to an extension or other consequence)
Not Following Consequences	Failing to comply with school-imposed consequences (e.g., skipping or refusing to go to an extension or other consequence)
Serious Disrespect	Serious disrespect of a fellow scholar or scholars Serious disrespect of a faculty member, staff member, visitor, volunteer, school transportation provider, etc. Using an abusive, vulgar, or profane word or phrase. Racist or homophobic statements Threatening a community member or play fighting
Other More Serious Infractions	Walking out of class Minor physical aggression Inappropriate touching
Other Less Serious Infractions	Public Display of Affection - kissing Use of cell phone during school hours
Level 3: Major Offenses	Level 4: Egregious Offenses
Major Offenses: • Damaging Property • Aggression • Physical Aggression • Stealing Lying Plagiarism • Use of tobacco, e-cigarettes, tobacco • Other major offenses (see rubric)	Egregious Offenses: • Use or possession of drugs or other controlled substance • Sexual Activity • Bullying or harassment • Bringing a weapon • Actions that impair a school's ability to operate • Stealing from staff member • Significant damage to school

**Student Support Plans* to successfully support, implement, and improve student academics, behavior, and needs. These plans include school-based success plans, Seton SIP (Student Intervention Plan) and the Restorative Student Behavior Plan.

**School RAP* – detailed routines and procedures that keep 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.

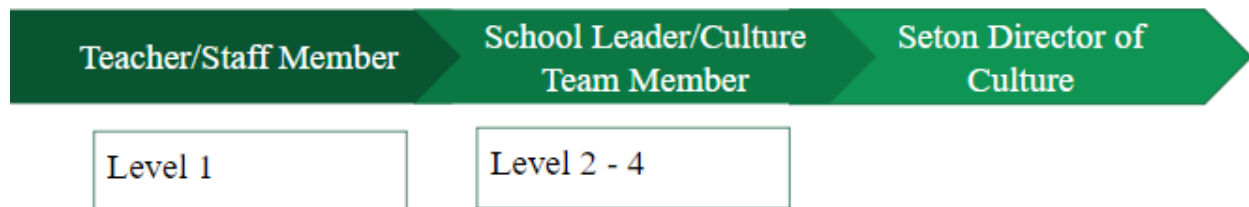
**School Joy Calendar and Celebrations* with daily, weekly, and monthly celebrations and events for students, staff and families. These positive experiences will develop belief and belonging in the school.

**School Culture Teams* with school leaders, counselors, 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.

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

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

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



Seton School Culture planning is based on our Family of Schools Catholic Identity and Seton Shared Values. Our Catholic Identity and Shared Values guide us in all relationships with students and families. Our Seton Culture Plan is aligned with our Shared Values below focusing on Community, Joy, Transformation, Service, All In & Justice.

Probation, Suspension & Expulsion Policy (5144)

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

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

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes

- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Probation

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

Suspension

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

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

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

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

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. The Regional Director, Senior Director of Culture and Student Engagement, and Chief Education Officer are to be informed before any action leading to expulsion is taken.

Expulsion Procedures

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

The Expulsion Hearing Committee is composed of 3–5 individuals selected to ensure objectivity. Members may include current or former parish trustees or pastoral council members, parents of former students, or at-large parishioners. The administrator may allow the student to choose a faculty member to serve on the committee. Current members of the School Advisory Commission, School Board of Directors, or standing committees of either may not serve on the committee.

An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present. For confidentiality reasons, attendance is limited to the student and their parent(s)/guardian(s). Advocates, friends, or other family members are not permitted to attend.

At the elementary level, the pastor is present for the full hearing and deliberations. At the secondary level, the principal is present. In a network setting, the Chief Academic Officer (CAO) or equivalent attends the entire hearing and deliberations. If there is no CAO, the president assumes this role.

School officials (e.g., principal or dean of students) are given a set amount of time to present the chronology of events, documentation, and rationale for the expulsion. The student and their parent(s)/guardian(s) are given equal time to respond and explain why expulsion is not warranted. Committee members may ask clarifying questions at the end of each presentation. Each side then has 5–7 minutes for final comments and questions.

Once the hearing concludes, both parties leave. The committee then deliberates and provides a written recommendation for disciplinary action. The final decision rests with the CEO or equivalent at the network level.

To maintain a safe, respectful, and Catholic mission- and values-based learning environment, any student who has been expelled from a Seton Catholic School—or who chooses to voluntarily withdraw before an expulsion hearing is concluded—may be ineligible for re-enrollment at any Seton Catholic School. This policy is firmly upheld across all Seton campuses to protect the integrity of our school community and the high standards expected of all students.

The family is informed of the final decision within 24 hours. A formal letter, signed by the pastor and principal, is sent by certified mail no later than the day after the hearing. If expulsion is upheld, the letter will indicate the official date and time of expulsion and outline the parent's right to withdraw the student before that deadline. Such withdrawal must be submitted in writing and signed by the parent(s). A student who is withdrawn during this phase is considered expelled. The letter will also include information about the right to appeal the decision.

Appeals Process

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

Seton School 8th Grade Diploma Policy

Seton Catholic Schools celebrate our 8th grade students as they move on to high schools. These celebrations usually include a Mass or graduation ceremony, distributions of certificates or grade school diplomas, and special school-based events like a field trip, dinner, or dance. Participation in these graduation celebrations are available for students in good standing. Students not in good standing could include behavior concerns, attendance issues, grade/assignment completion, and outstanding financial balances.

Bullying and Harassment Policy (5131.1)

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that

each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

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

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

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

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

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

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

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

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

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

- Written documentation of the incident
- Disciplinary sanction(s)

- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

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

Conferences (5124.1)

Seton Catholic Schools believes that strong partnerships between school and family are essential to student success. Conferences provide a valuable opportunity for parents/guardians and teachers to connect about each child's academic progress, spiritual development, and social-emotional growth.

Two formal conferences will be scheduled each year, and all parents/guardians are expected to attend. These meetings are a vital part of our shared responsibility in supporting your child's learning. If a scheduled conference is missed, families may be required to reschedule before the student returns to school, as ongoing communication is essential.

We understand that emergencies or extenuating circumstances can arise. In those cases, the school will work with families to find a time that honors this important commitment.

Informal check-ins and additional conferences may also be held throughout the year to ensure ongoing collaboration.

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)

At Seton Catholic Schools, we value strong communication and believe concerns are best resolved through respectful, timely dialogue. If a parent or guardian has a concern, we ask that they first speak directly with the school principal to seek resolution. Most issues can be addressed at the school level through open and collaborative conversation.

If the concern is not resolved after working with the principal, the next steps in the escalation process are as follows:

1. Regional Director
2. Senior Director of Culture and School Engagement
3. Chief Education Officer (final step)

At each stage, parents will be asked to provide documentation outlining the concern, steps taken so far, and any suggestions for resolution. Our goal is to ensure all concerns are heard in a spirit of mutual respect, with a focus on resolution and partnership.

Please note: This process is not intended to address allegations of criminal behavior. Those situations should be reported through appropriate legal channels.

For the full grievance policy, including additional details about timelines, confidentiality, and roles, please refer to Archdiocesan Policy **(1312.1)**

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, infomqscateacher.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
- WISN Channel 12 television; www.wisn.com
- FOX Channel 6 television; www.fox6now.com

Enrollment

Eligibility

All students who meet the eligibility criteria, and when there is space available, will be admitted into Mary Queen of Saints Catholic Academy. Families seeking enrollment at Mary Queen of Saints Catholic Academy 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.

Upon admission to school, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable.

The following guidelines are set by the Department of Public Instruction for admittance to the entry grades (K3-1). If a child is younger than the age listed, this is considered an early admission. Since we must adhere to these guidelines for any student applying to a Parental Choice Program or the Special Needs Scholarship Program (SNSP), the only students who can enroll at an early age are those who do NOT participate in a Parental Choice Program or the SNSP and do not plan to participate in one of these programs through grade 1.

- No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.

- Children entering 3K, 4K, 5K, and 1st grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

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 December 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.

Outstanding Balances/Tuition

In order to maintain enrollment in our school, all tuition and fees must be paid in full by the end of the academic year. Families with an outstanding balance will not be eligible to begin the next school year at any Seton school until the account is brought current and all fees have been paid in full. This may include any outstanding tuition, fees, or other charges incurred during the prior school year.

If an outstanding tuition balance remains on the account, the school reserves the right to exclude students from participating in graduation celebrations or other end-of-year activities. Participation in these events is a privilege contingent upon good financial standing.

We encourage families to communicate with the school's office if they are experiencing financial difficulties. Our goal is to support our families while also ensuring responsible financial stewardship of our school resources.

Wisconsin Parental Choice Programs (5110)

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

Milwaukee Parental Choice Program (MPCP):

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

Wisconsin Parental Choice Program (WPCP):

The Wisconsin Parental Choice Program (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.

Racine Parental Choice Program (RPCP):

The Racine Parental Choice Program allows students from families who reside in the city of Racine 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.

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).

Volunteers

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

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.

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

All foods and beverages, other than foods sold under the lunch and breakfast programs, that are sold on the school campus during the school day must comply with the Federal Nutrition Standards.

There are two situations by which Seton Catholic Schools may sell foods and beverages to students during the school day:

1. If schools are selling foods or beverages that meet the Smart Snacks standards <file:///G:/My Drive/Fundraiser Request.gform>
 - a. These foods or beverages may be sold at any time and in any location
 - b. SNP must keep documentation on file that proves the compliance of the items.
2. If schools are selling foods or beverages that do not meet the Smart Snacks standards
 - a. These are considered exempt fundraisers
 - b. Each student organization may hold 2 exempt fundraisers per school per school year
 - c. Exempt fundraisers CANNOT occur in the meal service area during mealtimes

Schools must submit a fundraiser request TWO weeks prior to a planned fundraiser, via the google form [Fundraiser Request](#), for SNP approval. All fundraisers MUST be reported to SNP for approval.

Schools looking for assistance in determining Smart Snack Compliance or assistance in purchasing foods that are Smart Snack Compliant may contact Kathy Bible at kbible@setoncatholicschools.org.

Student Fundraising (3270)

Students may participate in school-led fundraising activities. However, young children (preschool through 3rd grade) may only fundraise with the help of their families at home.

Seton schools do not promote or partner with outside fundraising companies. Fundraising activities are approved and supervised by school leaders to ensure student safety. For more details, see Policy #3281: Fundraising and Volunteerism.

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 schools and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

Fundraising & Volunteerism (3281)

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

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

The laws of the state of Wisconsin forbid:

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

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

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

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

Health

Illness 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 office. The following symptoms may mean that an illness is contagious:

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

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

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

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

Accident Procedures

Only the principal or his/her designee (teacher in charge, administrative assistant) will be responsible for evaluating an injury and taking appropriate action. When other adults have the initial contact with the student, the principal or his/her designee must also examine the injury, determine treatment to be

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

Communicable Diseases (5141.2)

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

First Aid

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

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

Excusing Students from Physical Education Classes

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

Head Lice

Seton Catholic School's policy regarding head lice (pediculosis) complies with the recommendations of the American Academy of Pediatrics, National Association of School Nurses, and the Centers for Disease Control. No child will be excluded from school because they have head lice.

When a student exhibits symptoms of head lice (itching, scratching, visible nits), they will be screened by a school leader and/or knowledgeable staff member. If the student is found to have live lice or nits by a school knowledgeable staff member, the parent will be notified and asked to treat the student for head lice after the end of the school day. The student will be checked by school staff when the child returns to school. If the student remains positive for live lice or nits the following day, the parent will be contacted again, and additional education will be provided to the family by a school leader or knowledgeable staff member. If no improvements are made within 7–10 days, a meeting with the principal and/or school counselor will be made to discuss lice removal with the parent/ guardian. If the parent refuses the meeting, does not arrive at the meeting, OR no improvements have been made in an additional 7–10 days, the knowledgeable staff member will send home the physician clearance letter/parent record of treatment to be completed. If this letter is not received back, an update was not given by the family, OR improvements have not been made, the school leader or knowledgeable staff member will begin once-monthly lice checks. If nits or live lice are found at that check, additional education packets or a phone call will be made home. If improvements have not been attempted by the family within one year, a referral to CPS will be made.

Notification letters to parents will be sent home if a classroom is identified as having two or more confirmed cases of head lice. Classroom and schoolwide head checks will not be conducted, unless there are ongoing multiple cases reported in the same classroom. A head check will be completed on siblings to ensure communication is sent home to families.

No student should be stigmatized because he/she has head lice. The presence of head lice is not an indication of poor hygiene. It is recommended that the student avoid close head-to-head contact with other children in the classroom.

Parents/guardians have the ultimate responsibility for their children, which includes assisting in the prevention and management of head lice cases through regular checks of their children's hair and starting immediate treatment when head lice are detected.

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.

Administration of Medication to Students (5141.5)

To ensure student safety, Seton Catholic Schools follow Archdiocesan Policy 5141.5 regarding all medications given during the school day. While we do not have a school nurse, designated trained staff members oversee medication administration in accordance with policy.

Prescription Medications

If a student needs to take a prescription medication during school hours:

- Parents/guardians must provide a completed Medical Provider Authorization Form, signed by both the parent and the medical provider.
- This form should be brought to any appointment where a school-day prescription may be written.
- Prescription medications must be sent to school in the original pharmacy-labeled container and will be stored in a secure location.
- Without this form, parents/guardians are responsible for coming to school to administer the medication.

Non-Prescription Medications

- Non-prescription medications (including cough drops) may be given at school only if:
- A Parent/Guardian Medication Authorization Form is signed and submitted.

- Medication is provided in the original manufacturer's packaging with clear dosage information.
- All non-prescription medications must be brought to the office with the completed form and will be stored securely.

Emergency Medications

Students may carry emergency medications (e.g., EpiPens, inhalers) if:

- The appropriate Archdiocese of Milwaukee Release Form is completed and signed by the medical provider, parent/guardian, and school personnel.
- The student has been instructed in proper use.
- An accompanying Health Accommodations Plan is submitted.
- Please contact the school office for required forms or questions about medication administration at school.

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. Students should not bring personal electronic devices to school, including smart watches, ear buds, or other similar devices. See below for the specific policy regarding cell phones.

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.

Cell Phone Policy

The school highly recommends and encourages that cell phones not be brought to school. However, if a parent or guardian provides permission and a student chooses to bring a cell phone, the cell phone will be collected and stored until the end of the school day in a secured / locked location within the student's classroom or front office. If a student does not turn in his/her cell phone, consequences will be imposed. The school is not liable for any lost, broken, damaged, or stolen cell phones.

In the case of an emergency, cancellation of an after school activity or to schedule pick up, students are asked to use the phone in the school office.

Additional guidelines for cell phones include:

- A cell phone permission slip must be signed and on file in the school office.
- The cell phone must remain off and turned into the student's homeroom or front office. All devices will be locked and secured.
- Any use of a cell phone during school hours will result in immediate confiscation of the phone.
- A parent/guardian will be notified of the policy violation and will be asked to pick up the phone from school leadership.
- The parent/guardian is the only person permitted to retrieve the phone from a member of the school leadership team (pick up time is dependent on the availability of both the parent/guardian and the school leader).
- Other electronic devices: airpods, smart watches, tablets, etc., will not be allowed in school or on school grounds.
- Possession and use of these devices during school hours will result in them being turned into the main office for the remainder of the day.
- Students who require their cell phone or other electronic device for medical reasons are allowed to use their cell phone for medical purposes only. These students must provide documentation from a medical practitioner that demonstrates the need for the phone.

School leadership will then work with the student's parents/guardians to create a plan for acceptable use of the cell phone during the school day. Inappropriate or repeated violation of these guidelines may result in further disciplinary actions.

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.

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, vaping devices, 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 in possession of drugs, drug-related paraphernalia, vaping devices, or who are under the influence of any prohibited substance during the school day or at any school-related activity will be subject to strict disciplinary action in alignment with the Seton Culture Plan and Response to Behavior Framework.

Consequences may include:

- Immediate referral to school leadership or the Culture Team
- Suspension or expulsion, depending on the severity of the offense
Development of an action or behavior plan
- Required counseling or SEL support
- Parent/guardian partnership meetings

Counseling may be required as a condition of continued enrollment following a first violation. The first incident involving the distribution, sale, or encouragement of another student to use drugs, alcohol, or vaping products may result in automatic 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.

Seton Catholic Schools are committed to the safety, health, and well-being of all students and staff. We are grateful for the partnership of families in upholding these standard.

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.

Student Transportation

The school will only provide transportation for school-sponsored, organized events and field trips. When transportation is offered, communication will be shared with families along with the required permissions forms and documentation. All students, staff and chaperones are required to follow school policies as it relates to safety and behavior. If policies are not followed, the school has the right to not offer service.

Parents/guardians are required to provide transportation to and from school. The school does not recommend the use of ride share programs including Lyft, Uber or other cab services in the area. If there is an extreme case where the service must be used, notification must be provided to the school leader. If notification is not received by the school leader, the school will not release students to a rideshare service out of safety and concern for the student. Additionally, the school will never coordinate or organize the transportation for any student through a rideshare or cab service.

Weapon-Free Zone (6114.6)

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

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal will notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action. Schools shall publish this weapons policy in all school handbooks. It is recommended that a sign be posted on school property to provide appropriate notice of this ban on weapons. It is strongly recommended that parishes without schools prohibit weapons in buildings used for child and youth programs.

Safety & Security

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)

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

Safety Drills (6114.1)

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

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

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

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

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

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

Emergency Communication

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

emergency, parents are asked to be on standby and await instructions from the school regarding when and where to pick up children.

School Crisis/Evacuation

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

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

Your cooperation is necessary in any emergency. Do not telephone the school. Telephone lines may be needed for emergency communication. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older.
- He/she is usually home during the day.
- He/she could walk to school, if necessary.
- He/she is known to your child.
- He/she is both aware and able to assume this responsibility.

In addition, information will be sent to families via phone, email, and text utilizing the school's School Messenger and/or Class Dojo communication systems. Please be sure to always have your most up to date contact information on file with the School Office.

Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency

Students will be released only to parents and persons identified on the School Emergency Card. During an extreme emergency, students will be taken to a school specific location. Parents should become familiar with the School Emergency Crisis Plan and be patient and understanding with the student release process

When the dangerous incident has subsided, students and parents will be notified.

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.

See the policies 5140 and 5141 in the [Archdiocese of Milwaukee Policy Handbook](#) for policy.

Suicide Prevention And Awareness (6164)

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.

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.

Seton Wellness Policy

Seton Catholic Schools is committed to the optimal development of every student. Good nutrition and regular physical activity before, during and after the school day are strongly correlated with positive student outcomes. Seton Catholic Schools believe that we need to create and support health promoting learning environments throughout our schools, giving students the opportunity to achieve success. In accordance with the Local School Wellness Policy implementation rule under the Health, Hunger-Free Kids Act of 2010, the Seton Catholic Schools established the following policy for implementation no later than July 1, 2023.

Wellness Committee

To assist in the creation of a healthy school environment, Seton Catholic Schools shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than one time during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.

Seton Catholic Schools shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the wellness policy. Stakeholders may include:

Nutrition Standards for All Foods

Seton Catholic Schools are 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.

Standards and Guidelines for School Meal Programs

All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010.

[Breakfast Meal Pattern Requirements](#)

[Lunch Meal Pattern Requirements](#)

- All Seton Catholic Schools participate in USDA child nutrition programs, including SBP and NSLP
- All meals are accessible to all students.

- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes
- Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

Standards for Food and Beverages sold Outside of School Meals

All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. [Smart Snacks Standards](#)

Foods Offered/Provided but not Sold

Seton Catholic Schools encourage foods offered on the school campus’ meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

Marketing

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment(e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

Nutrition Education

The primary goal of nutrition education is to influence students’ lifelong eating behavior. Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors.

Nutrition Promotion

Seton Catholic Schools are committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

Physical Activity and Education

- Seton Catholic Schools shall provide students with age and grade appropriate opportunities to engage in physical activity.
- Physical activity during the school day shall not be withheld as punishment.
- Outdoor recess shall be offered weather permitting. Recess monitors/teachers shall encourage students to be active during recess.
- All Seton Catholic School elementary students in each grade shall have physical education a minimum of three times per week.
- All Seton Catholic School middle school students are required to take the equivalent of one academic year of physical education.

Other Activities that Promote School Wellness

- As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.
- Seton Catholic Schools support the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student wellbeing.
- Staff is strongly encouraged to model healthy eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum.

Community Engagement

Seton Catholic Schools shall provide information on how the public can participate in the school wellness committee on an annual basis.

Monitoring and Evaluation

The Wellness Committee will evaluate compliance with the Wellness 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.

Outside Food and Meal Deliveries

To maintain a health-focused and equitable environment, outside food deliveries (e.g., DoorDash, fast food) are strongly discouraged during the school day.

- If brought, such items must be eaten outside the cafeteria (e.g., in the school office).
- Meals from home should align with USDA Smart Snacks in School nutrition standards.

School Nutrition Program

- All Seton Catholic Schools are eligible for the Community Eligibility Provision (CEP) which provides free breakfast and lunch at no cost to families. Parents do not need to apply to participate.
- Menus comply with the [Healthy, Hunger-Free Kids Act of 2010](#) and meet all United States Department of Agriculture (USDA) meal-pattern requirements. Schools serve low-fat or fat-free dairy products, lean meats/meat alternatives, more fresh fruits, fresh veggies and a variety of tasty dry beans and peas (legumes). Bread and grain items contain 51% or more whole grains.
- Each month, the breakfast and lunch menu are posted to the school website.

Disclosure of Information

Private School Choice Program Disclosure of Information Seton Catholic School.

School Contact Information

Catholic East Elementary

Address:
SSPP: 2461 North Murray Avenue Milwaukee, WI 53211
HR: 2038 North Bartlett Avenue Milwaukee, WI 53202
Phone: (414) 964-1770
Principal: Joseph Woodlin
jwoodlin@catholiceast.org

Blessed Sacrament

Address: 3126 S 41st St., Milwaukee, WI 53215
Phone: (414)649-4730
Principal: Mike Derrick: mderrick@olqpstaff.org

Mary Queen of Saints Catholic Academy

Address: 1227 S 116th Street West Allis, WI 53214
Phone: (414) 476-0751
Principal: Jessica Blahunka
blahunkaj@mqscateacher.org

Northwest Catholic School

Address: 7140 North 41st Street Milwaukee, WI 53209
Phone: (414) 352-6927
Principal: Nick Lee: leen@nwcschool.org

Our Lady Queen of Peace

Address: 2733 West Euclid Avenue Milwaukee, WI 53215
Phone: (414) 672-6660
Principal: Mike Derrick: mderrick@olqpstaff.org

Prince of Peace

Address: South: 1646 South 22nd Street Milwaukee, WI 53204
North: 1114 South 25th Street Milwaukee, WI 53204
Phone: (414) 645-4922
Principal: David D'Antonio: ddantonio@princeofpeaceschool.org

St. Adalbert School

Address:
1913 W. Becher Street
Milwaukee, WI 53215
Phone: (414)645-5450
Principal: Lisa Manier
manierl@adalbertschool.org

St. Catherine School

Address: 2647 North 51st Street
Milwaukee, WI 53210
Phone: (414) 445-2846
Principal: Jenell Love: jenell@saintcatherine.org

St. Charles Borromeo Catholic School

Address: 3100 West Parnell Avenue Milwaukee, WI 53221
Phone: (414) 282-0767
Principal: Stephanie Stone
stones@princeofpeaceschool.org

St. Mary of Czestochowa

3027 N Fratney Street
Milwaukee, WI 53212
Phone: (414)831-8425
Principal: Portia Gadson
pgadson@stmarymke.org

St. Margaret Mary School

Address: 3950 North 92nd Street Milwaukee, WI 53222
Phone: (414) 463-8760
Principal: Nick Lee: leen@nwcschool.org

St. Rafael the Archangel School

Address:
North: 2075 S 32nd St, Milwaukee, WI 53215
South: 2251 South 31st Street Milwaukee, WI 53215
Phone: (414) 645-1300
Principal: Elizabeth Aviles-Garcia: eaviles@strafael.org

St. Roman Parish School

Address: 1810 West Bolivar Avenue Milwaukee, WI 53221
Phone: (414) 282-7970
Principal: Stacey Mejac: smejac@scbmil.org

St. Thomas Aquinas Academy

Address: 341 East Norwich Street Milwaukee, WI 53207
Phone: (414) 744-1214 Principal: Andrea Bergmann:
bergmanna@staamke.org

St. Rose

Address: 514 N 31st Street Milwaukee, WI 53208
Phone: (414)933-6070
Principal: Maggie Beal
mbeal@strosemke.org

Seton Catholic Schools Contact

1. Kristen Foster - Chief Schools Officer kfoster@setoncatholicschools.org
2. Courtney Albright - Senior Director of Curriculum and Instructional Effectiveness
calbright@setoncatholicschools.org
3. Julie Leung - Choice Administrator - (414) 831-8425, jleung@setoncatholicschools.org

Organization Structure

Seton Catholic Schools is a not-for-profit organization. The 501(c)3 certificate or tax exemption determination letter is available upon request.

School Governing Board Members

- | | |
|---|-------------------------------------|
| 1. Most Reverend Jeffrey Grob | 13. Timothy P. Hanley, CPA |
| 2. Rana H. Altenburg | 14. Mark Hogan |
| 3. Bruce G. Arnold, Esq | 15. Brian P. Kennedy, CPA |
| 4. Jon F. Baranko | 16. Very Reverend Timothy L. Kitzke |
| 5. Christopher P. Brown, CPA, MBA | 17. Jay C. Mack |
| 6. Very Reverend Javier I. Bustos-Lopez, S.T.D. | 18. Bridie A. Mooney |
| 7. William Coleman | 19. Kristine A. Rappé |
| 8. Brian P. Couch | 20. Richard L. Schmidt, Jr. |
| 9. Sister Mary Diez, SSSF | 21. Thomas B. Schreibel |
| 10. Rachel A. English, MD | 22. Joan M. Shafer |
| 11. Edward Foy | 23. James F. Stern, Esq. |
| 12. Ariel Gutierrez | 24. John J. Stollenwerk, Jr |
| | 25. Portia Young |



Family Handbook 2025-2026

Mission Statement

We, the Christian Community of Mary Queen of Saints Catholic Academy, in collaboration with the Catholic parishes of West Allis and West Milwaukee, are called to integrate the Teachings of Jesus Christ into the spiritual, academic, and social development of each individual.

School-Specific Information

Welcome & Contact Information

Welcome from the Principal!

Welcome to Mary Queen of Saints Catholic Academy! My name is Jessica Blahunka and I am delighted and honored to be serving as the Principal for the 2025-2026 school year. My educational background is in elementary education, and I have a Bachelor's Degree from Marquette University in Elementary Education and Psychology. I have also earned a Master's Degree in Educational Administration and obtained both a Principal and Director of Instruction license in the state of Wisconsin.

I am eager to begin my eighth year at Mary Queen of Saints and my first year as Principal. I am excited to continue learning about our wonderful students and families and supporting our teachers. I feel very blessed to be a principal in a Catholic school where I get the unique opportunity to instill Catholic values in our students and share the good news of the Gospel.

Our 2025-2026 school theme is:

“You should love The Lord Your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbor as yourself”

This message is at the heart of the story of the Good Samaritan, and it invites all of us- students, staff, and families- to live each day with compassion, courage, and love. We also look to the image of the Sacred Heart of Jesus, a powerful symbol of God's deep and constant love for every one of us. Let us enter this new year with hearts open to God's love, ready to share that love with one another. May we each be like the Good Samaritan- looking for ways to serve, help, and care for our neighbors, both inside and outside our school walls.

I am very excited to begin this school year with the amazing staff and students at Mary Queen of Saints Catholic Academy. We will be instilling our Catholic values of love, kindness, and compassion. Our staff is committed to being role models of Christ's love to our students and teaching our students how to do the same. We plan to grow stronger as a community this school year and we thank you for entrusting us with your child's education. We look forward to taking this journey with you and your children!

Sincerely,
Mrs. Jessica Blahunka
Principal

- School Contact Information
 - Phone: 414-476-0751
 - Email: infomqscamqscateacher.org
 - Website: www.mqscamqscateacher.org
 - Address: 1227 S 116th street, West Allis, WI 53214

Name	Position	Email
Jessica Blahunka	Principal	blahunkaj@mqscateacher.org
Dave Zeller	Assistant Principal	zellerd@mqscateacher.org
Alyssa Merryfield	Dean of Operations	merryfielda@mqscateacher.org
Jill Bateson	School Counselor	kleinj@mqscateacher.org
Adriana Palacios	Administrative Assistant	palaciosamqscateacher.org

Daily Procedures & Logistics

Daily Schedule

Mary Queen of Saints will have the following school day hours for the school day.

The hours are:

- 6:15 a.m.** Morning Care Begins (sign up and payment required)
- 7:25 a.m.** Morning Care Ends
- 7:25 a.m.** Students can be dropped off to the cafeteria doors from the parking lot entrance
- 7:25 a.m.** Breakfast Begins
- 7:55 a.m.** Breakfast ends
- 8:00 a.m.** Instructional Day begins
- 8:01 a.m.** Students are tardy and are dropped off on 116th Street
- 3:15 p.m.** Dismissal Begins
- 5:30 p.m.** Aftercare Ends (sign up and payment required)

School Procedures

Student Arrival

Students may be dropped off for regular arrival starting at 7:25am.

Students arriving prior to 7:25am may attend Morning Care, which is an additional charge per trimester.

Student Drop Off

All students should be dropped off at the back of the building adjacent to the parking lot off of 117th St. between 7:25 am and 7:59 am. Students arriving after 8:00 am must enter through the main entrance at the front of the building on 116th St. and will be tardy.

**Please refer to drop off and pick up map for details



Student Pick Up

Dismissal begins at 3:15 pm. Students will be brought outside to the designated area at 3:15 pm. For the safety of all students, parents/guardians of K3-3rd grade students must get out of the car to get their child from the coned areas. Students in 4th-8th grade may walk to the cars.

It is an expectation that all drivers drive safely and respect each other in the school parking lot. Students will be brought back into the building at 3:25 pm. All students must be picked up by 3:30 pm.



Walking

Students who walk home will be dismissed at dismissal time (3:15 pm). Students walking to and from school must have it identified on their dismissal consent form.

Parking

There is a parking lot adjacent to the back of the building off of 117th St., available for staff and visitor parking. Time restricted street parking is also available at the front of the building on 116th St.

Mary Queen of Saints School Wide Behavior System

Philosophy

We have said in our mission statement that *"we are called to integrate the Teachings of Jesus Christ into the spiritual, academic, and social development of each individual."* We need,

therefore, to focus on more than just academics. We embrace Jesus' message that we need to care about ourselves, about others, and about our environment.

While these are simple statements, most of us strive our whole lives to do these things better and with some kind of balance. It does not always come easy, and sometimes the choices are difficult.

As we build our Mary Queen of Saints community, we feel it is important to learn about ourselves and the type of Christians we strive to be. Within every classroom, we call upon our students, teachers and staff to strive for academic and personal excellence with our Seton values. In emphasizing these values, we reinforce our Catholic identity.

Throughout the school year the students will be given the opportunity to learn more about these values and practice traits that are aligned to them. Our progress in academics, social skills and emotional development is guided by these values. We believe our students can grow in each of these areas to become both smart, competent people, as well as good, caring, ethical people of faith.

Therefore, our goal in any disciplinary situation is to teach the attitudes and behavior that are consistent with our values. When we fall short of our goals of following our values, we find learning opportunities to define and reinforce positive ways of dealing with these problematic situations in the future. It often is not enough to teach children what not to do; we may also need to teach positive, replacement behaviors. We try to handle each situation in a way that is respectful to the students involved, while still holding the student accountable for becoming a better person.

Procedure

Mary Queen of Saints follows the Seton Catholic School's Response to Behavior Framework. Misbehaviors are categorized into 4 levels:

Level 1: Classroom Infraction	Minor behaviors that are addressed by classroom teachers. The student is not removed from the classroom. Ex: violation of school rule, minor disrespect, disruptive or destructive behavior, unprepared for class
Level 2: Serious	This occurs when previous consequences have not changed the student's behavior and the learning environment continues to be disrupted. Level 2 identifies the cause for the

Infraction	behaviors and provides a plan for success or additional resources. Students who reach a Level 2 infraction receive a SOAR form which is an Office Referral, a natural consequence, and parent contact home. Repeated serious infractions will lead to further disciplinary action. Ex: repeated misbehavior (including gum, eating in class, and uniform violations), not following consequences, serious disrespect, other more serious infractions
Level 3: Major Offense	When a Level 3 infraction occurs, the student is removed from the classroom and the parent is notified via the administration team to come to the school for a meeting. Possible consequences include a suspension. Ex: damaging property, aggression, physical aggression, stealing, lying, plagiarism, use of tobacco, e-cigarettes, other major offenses
Level 4: Egregious Offense	When a Level 4 infraction occurs, the student is removed from the classroom, the parent is notified via the administration team to come to the school for a meeting, and if necessary, the police are notified. Consequences include a suspension and possibly an expulsion. Ex: Use or possession of drugs or other controlled substance, sexual activity, bullying or harassment, bringing a weapon, actions that impair a school's ability to operate, stealing from staff member, significant damage to the school

MQS teachers are well trained on addressing Level 1 misbehaviors in the classroom without interfering with the learning environment of all students. The goal is to keep all students in the classroom learning. Teachers will follow a procedure for addressing misbehaviors in the classroom:

- **Least Invasive Strategies:** strategies used in the classroom to redirect students such as non-verbal communication, group reminder, and positive praise.
- **1st Offense:** When the misbehavior continues after the teacher has implemented least invasive strategies, the student will receive a negative Dojo point and have a critical conversation with the teacher.
- **2nd Offense:** When the misbehavior continues, the student will receive a second negative Dojo point as well as a natural consequence and/or reflection within the classroom. The teacher will message the parent on Class Dojo after the second offense.
- **3rd Offense becomes a Level 2:** The misbehavior continues and the student earns a SOAR Form, which is an Office Referral. At this point, the misbehavior is affecting the learning environment and formal documentation occurs. The

teacher will complete a SOAR Form/Office Referral Form which is sent to administration and is inputted in the student's PowerSchool account. The student will receive an Office Referral which includes which Seton value the behavior was not aligned with, the description of the behavior, a reflection for students to complete, and a parent and student signature. This form is expected to be returned to the student's teacher the following school day. The teacher will message the parent on Class Dojo with an explanation of the misbehavior.

- Repeated Office Referrals will lead to further disciplinary action and meetings between school administration, the student, and the parent/guardian to discuss a plan for improvement.

Lunch Detention and In-School Suspension Policy

Purpose: The purpose of lunch detention is to provide a consequence for inappropriate behavior while allowing students to continue their educational progress. This policy aims to promote a respectful and responsible school environment.

Trimester Policy: For every office referral that a student receives , they will earn the following consequence:

- Referral #6, 7, 8: 40 minute lunch/recess detention
- Referral #9 and 10: Following day in-school suspension
- Further disciplinary action will result if more referrals are obtained which could lead to out of school or expulsion

After School Activities

All students at Mary Queen of Saints Catholic Academy are held to high expectations which includes the involvement of extracurricular activities. The following policy is in place for students who participate in sports.

- Students are ineligible for practice or to participate in games if he/she has received an Office Referral throughout the week. This resets every week.

School Information, Newsletters & Websites

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

Communication to Families

1. There will be at least weekly communication sent to school families from the school office. *The Odyssey* is a digital newsletter that will inform families of topics being taught, upcoming special events, field trips, tests, and other information parents need to know. The *Odyssey* will be sent home on Fridays.
2. Parent-Teacher Conferences, PowerSchool, Class Dojo, report cards and standardized testing provide an update of a student's academic progress.
3. Information can also be emailed to parents as requested through PowerSchool and Class Dojo.

Mass Times & Sacramental Preparation

- **Weekly Mass Schedule:** Tuesdays at 8:15am and Holy Days of Obligation
- **Sacramental Preparation** (First Communion etc)

Traditionally Mary Queen of Saints offers Sacraments of First Reconciliation and First Eucharist in the 2nd grade. In order for 2nd grade students to receive First Reconciliation in the month of December, they have to be baptized. We work with all parishes to make sure the Sacrament of Baptism is completed in fall. Students who are in 3rd grade or older and that are baptized prior to turning 8 years old, can participate through an alternative program to receive sacramental prep, either through the parish and would receive the Sacraments following the school schedule with the 2nd grade class.

For students that may not take the traditional route to receive the Sacraments, we ask that you reach out to one of the Parishes. Children 8 years old and older that are not baptized, are asked to participate in the OCIA program through a local parish.

For all inquiries for any of the Catholic Sacraments, including baptism, marriage, etc, please contact one of our parishes that would best meet the needs of your family. If you have any questions about any of the parishes please contact Mr. Lee.

A list of the the parishes that support Mary Queen of Saints Catholic Academy:

- **Mother of Perpetual Help**
1121 S 116th St., West Allis WI 53214
414-453-5192
mph.org

St. Barnabas Parish (Formerly parishes listed below)

- **Holy Assumption**
1526 S. 72nd St., West Allis WI 53214
414-774-3010
westalliscatholic.org
- **St. Rita**
2318 S 61st St., West Allis WI 53219
westalliscatholic.org
414-541-7515
- **St. Augustine**
6768 W. Rogers St. West Allis WI 53219
westalliscatholic.org
414-541-5207

Communication & Community Engagement

Parent Groups

School Advisory Board

Advises the principal on topics that affect the great school community, including items like dress code, safety of students, biggest needs of school, parental input (what are parent and family needs), etc. This group meets once a month August-June. The Board consists of parish representatives, parents, and community members; two teachers represent the schools needs and bring the perspective of staff.

Home and School

This is a group that MQSCA is working hard to bring back, as an essential part of the community. The Home and School Committee would be responsible for being the bridge between school and family activities like fundraisers, Teacher Appreciation Week, dances, and holiday events.

Extended Care Program

The Extended Care Program, Camp, 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 and registration will be granted on a first-come, first-served basis.

Hours & Location

- The school offers before care starting at 6:15 am and after school camp from end of school day until 5:30 pm
- Registration is required before sending students to extended care
- K3-4th grade guardians must walk their students into before care
- All guardians must walk-in to pick up and sign out students from after school camp

Fees

Any registered students at Mary Queen of Saints Catholic Academy are eligible for the Extended Care Program but must register with the school office. Billing occurs with our trimester schedule per trimester. Families must be current with the payment of fees in order to participate.

- Before School Care: \$75 1st child per trimester, \$15 less per additional child,
- After School Camp: \$125 1st child per trimester, \$15 less per additional child,
- For both Before and After School Camp: \$175 1st child per trimester, \$15 less per additional child
- Payment: All fees will be processed using FACTS and you will receive a statement. All payments are due in full before the 1st date of each trimester; which are August 29, November 13, and March 5
- Failure to Pay may result in removal from the extended care program.

Sign In & Sign Out

Extended Care may only release your child to you, the custodial parent(s)/guardian(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/guardians will be picking up your child, you must write a note, call 414-476-0751 or email at infomqsca@mqscateacher.org to let us know who that person will be. The person may be asked for photo identification if they are unknown to Extended Care staff. Please make sure Extended Care staff is aware if your child is to go home with another child's family.

Snacks & Programming

Any snack sent to school with the student is eaten when they arrive at Extended Care. Children are then given the choice of different activities including, but not limited to: Homework Room, games and crafts.

Behavior

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

Personal Electronic Devices

Extended care is an extension of the school day; therefore, the same Technology rules apply to after school camp. Please see below for those policies.

No Afterschool Camp

There will be NO afterschool camp the first week of school.

There will be NO afterschool camp on Early Dismissal Days. All students must be picked up no later than 12:15pm on these dates:

- Thursday 9/11/25
- Thursday 10/16/25
- Thursday 11/13/25
- Thursday 2/19/26
- Thursday 3/5/26
- Thursday 3/19/26
- Tuesday 6/9/26 (Last Day of School)

Dress Code (5132)

Students at Mary Queen of Saints wear uniforms because they eliminate distractions and competition while promoting a positive learning environment. They also help control the cost of clothing for our students. The success of the dress code depends largely on the cooperation of parents and guardians. Students are expected to report to school neat, clean, and appropriately dressed. Decisions and consequences for students arriving inappropriately dressed will be at the discretion of school personnel. Changes may be made at the discretion of the principal.

Grooming

While shirts may be worn untucked, they should be an appropriate size. Students are expected to be clean and well-groomed, and anything worn that is unsafe or distracting to the learning environment is not permitted. Inappropriate appearance will result in a phone call

home for an immediate change of clothes. Repeated inappropriate appearance may result in disciplinary action. Dress code violations may result in loss of “non-uniform day” privileges and/or conference with parents and further disciplinary action.

The school uniform shirts and pants may be purchased from the following suppliers: most uniform stores, Target, Walmart, Kohl’s. The girls’ plaid skirts, jumpers, and skorts are available usually online through Land’s End.

Uniform Policy <i>Uniforms are required except on special “dress down” days.</i>		
	GIRLS	BOYS
Shorts	- Uniform solid Navy, Black, or Tan Khaki (pants made from twill material/, have pockets, and belt loops) *Only <u>uniform</u> shorts no higher than 2” above knee - April 15-October 31	- Uniform solid Navy, Black, or Tan Khaki (pants made from twill material/, have pockets, and belt loops) *Only <u>uniform</u> shorts no higher than 2” above knee - April 15-October 31
Pants	- Uniform solid Navy, Black, or Tan Khaki (pants made from twill material/, have pockets, and belt loops) - Elastic waist permitted if uniform	- Uniform solid Navy, Black, or Tan Khaki (pants made from twill material/, have pockets, and belt loops) - Elastic waist permitted if uniform
Jumper (K4-4th) Skirt (5th-8th)	- Uniform Plaid - Solid Navy or Tan Khaki skirts - Solid Navy, Red, or Tan Khaki jumper No higher than 2” above the knee all around (shorts can be worn underneath if not visible)	N/A
Skorts	- Uniform Plaid - Solid Navy/Tan Khaki *Only <u>uniform</u> brands skorts no higher than 2” above knee	N/A

Blouses/Shirts	• True red, navy, or white • Button front or polo style with collar • “Under” shirts must be one of the school colors listed above and may not extend beyond the bottom of the uniform shirt	• True Red, Navy, or white • Button front or polo style with collar • “Under” shirts must be one of the school colors listed above and may not extend beyond the bottom of the uniform shirt
Sweaters	• Navy, white, black, or red • Cardigan or pullover with no hood • Collared uniform shirts underneath	• Navy, white, black, or red • Cardigan or pullover with no hood • Collared uniform shirts underneath
Sweatshirts	• Solid Red, Black, or Navy (no hood) • MQS sweatshirts (no hood)	• Solid Red, Black, or Navy (no hood) • MQS sweatshirts (no hood)
Footwear	• Closed toed shoes with back • Dress or athletic in good condition • Winter-bring outdoor boots • Footwear must fit appropriately • No Crocs	• Closed toed shoes with back • Dress or athletic in good condition • Winter-bring outdoor boots • Footwear must fit appropriately • No Crocs

	GIRLS	BOYS
Socks	• Socks should be worn at all times • Uniform colored tights, nylons, or leggings can be worn under skirts and jumpers.	• Socks should be worn at all times
Jewelry	• Stud earrings (smaller than a dime) permitted • No hoops or dangly earrings • Bracelets/necklaces allowed but cannot be distracting to the learning environment • Wrist watch; no Smart watches • No gauges; fashion glasses • No tattoos allowed	• Bracelets/necklaces allowed but cannot be distracting to the learning environment • Wristwatch; no Smart watches • No gauges; fashion glasses • No tattoos allowed

Makeup	Natural-looking make-up allowed in grades 6-8. No make-up or make-up accessories should be brought to school. Body sprays are not allowed at school. Deodorant can be kept in a student's backpack.	Body sprays are not allowed at school. Deodorant can be kept in a student's backpack.
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Non-Permissible Dress <i>The following are <u>not</u> permitted in our uniform policy and dress code for boys and girls:</i>		
Bottoms	- Rolled at waist - Higher than 2" from knee - Denim/Jean - Cargo pants - Knit/sweat pants - Spandex pants (leggings/biker shorts) - Nylon athletic shorts or pants - Extra pockets or zippers - Low rise	- Decorative Trim (i.e. studs, chains, etc) - Decorative tears/slits/holes - Baggy/Oversized - Too Tight - Fringed - Insignias or logos - See through fabrics - Camouflage (all colors/styles) - Pajama pants
Tops	- Insignias, emblems, or logos "See through" fabrics - Oversized - Hoods	- Spaghetti Straps - Halter tops - Tank-tops - Bare midriffs - Ads/gestures/language/phrases/ messages that are offensive and/or inappropriate (as determined by the principal)
Shoes	- Open back/Clogs - Flip flops - Jellies - Wheelies	"Croc style" Shoes - Open-toes - Platforms - Un-tied/unstrapped/unfastened
Socks/ Tights	Non-uniform Colored tights	
	- Tattoos/body art (temporary, henna, permanent, etc.) - Large chain necklaces and bracelets	- Hats (Decorative/non- "winter weather" hats) - Hats not intended for winter weather may not be worn in the building or outside during school day. - Sweat bands

Other	• Dangling, hooped, or large (bigger than a dime) earrings. • Extreme styles and colors for make-up • Decorations, phrases, words for hair (including beads and string-wrapping) • Fake nails • Rubber bands
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Uniform Examples:



Spirit Days: Every Wednesday <i>Uniform policy and dress guidelines apply with the following exceptions:</i>		
	GIRLS	BOYS
Pants and shorts	Uniforms bottoms as described above	Uniforms bottoms as described above
Spirit Wear Tops	- School and athletic: Mary Queen of Saints T-Shirts (short or long sleeved), sweatshirts, and team shirts. - Seton Catholic Schools shirts - White, black, red, or yellow shirts	- School and athletic: Mary Queen of Saints T-Shirts (short or long sleeved), sweatshirts, and team shirts. - Seton Catholic Schools shirts - White, black, red, or yellow shirts

Dress Down Days: dress down days communicated by the school or use of a Dress Down Pass <i>Uniform policy and dress guidelines apply with the following exceptions:</i>		
	GIRLS	BOYS
Pants and shorts (shorts must be at least 2" above all around knee)	- Uniforms may be worn - Cargo pants - Jeans (no holes/tears/slits) - Capris - Loose athletic pants or shorts - Denim, cargo, or athletic shorts (no spandex or biker shorts) - Appropriate shirts as described above	- Uniforms may be worn - Cargo pants - Jeans (no holes/tears/slits) - Capris - Loose athletic pants or shorts - Denim, cargo, or athletic shorts - Appropriate shirts as described above

Athletics (6145)

Mary Queen of Saints offers many Athletics and Extracurricular Activities while continuing to add more offerings to develop a well-rounded Extracurricular and Athletics Program.

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

Fall Sports - coed soccer, girls volleyball, and boys volleyball will be offered in the fall. Practices can start the second or third week of August with competitions beginning after Labor Day. The fall sports season will wrap up in late October.

Winter Sports - girls basketball and boys basketball will be offered in the winter months. Practices may begin the first week of November with competitions beginning the first week of December. The winter season will wrap up in early to mid-March.

Spring Sports - coed track and coed soccer will be offered in the spring. The spring season may start practices the third to fourth week of March with competitions beginning in early April and will run through the end of the school year.

Eligibility Disclaimers:

Students participating in Extracurricular Activities or Athletics, their academic performance, attendance record, and behavioral records will be regularly reviewed to ensure continued eligibility for participation. If at any time, a student doesn't meet the eligibility requirements, an Extracurricular Probation will come into effect for at least one week's time. If necessary, Coaches and Administration have the right to suspend students from participation for displaying inappropriate behavior and/or unsportsmanlike behavior.

If a student does not attend a full school day, they are ineligible to participate in any extracurricular activities, including practices, unless approved by the Leadership Team.

Building Use & Planning

Please reach out to the office if you would like to use the building. The building use needs to be coordinated with the parish office.

Student Celebration Policy

Overall Student Celebrations Policy

Each child is a unique person made in the image and likeness of God. As a gift from the school, every student is allowed a non-uniform day on his/her birthday. However, if a student's birthday is a mass day (Tuesday), they should choose another free uniform day. If a child has a summer birthday, he/she may choose a date during the school year to celebrate his/her birthday.

Student birthdays will be announced on the morning announcements for the school to hear and a birthday prize will be given to students on their birthday.

Treat Policy

Many students enjoy sharing a special treat with their classmates on their birthdays. Children can bring in one treat to share with their classmates. Treats are to be given to every student in the classroom/homeroom and not to students in other classrooms/homerooms. Treats can be brought to school by the student.

If treats are brought later, parents must drop off treats in the school office. The office will deliver the treats to the classroom. If a child brings more than one treat to share with his/her class, he/she will be asked to choose only one treat to share. The other will be sent home. All birthday treats will be handed out during the afternoon. The specific time will be determined by the classroom/homeroom teacher.

Birthday treats should be something that is quickly and easily passed out and eaten. They must be individually wrapped and store purchased. All treats must be nut free. The following is a suggested list of treats. Please choose only one treat.

- Cupcakes, Cookies, Donuts, Individual bags of chips, Fruit snacks, Rice Krispie treats individually packaged.
- If you are unsure if a treat will be acceptable, please call the office.

Lunch

- Lunch is provided for all students if they wish to receive lunch.
- Students may not bring full bags of chips or treats to share at lunch or soda.
- Meals from home will not be refrigerated throughout the day or heated up at lunch

Water Bottles

- Water bottles can be brought to school and carried class to class filled only with water
- Water bottle must be plastic (no glass).
- Water bottles must be closed lid and spillproof.

Chewing Gum

Scholars are not permitted to chew gum during the school day. If gum is given to a scholar during the day as part of a class prize or raffle, scholars will be asked to put it in their bags and may chew gum after they have left school.

Headphones

All students will be provided with headphones necessary for the completion of their technology lessons. Students are expected to take proper care of their headphones, including plugging them in and out of the Chromebook gently, not pulling on the cord, and storing them appropriately when not in use. Students are responsible for traveling with their headphones to their classes without losing them. The school will provide a second pair of headphones if necessary, however, families may be responsible for the cost of replacing any additional headphones if lost or severely damaged beyond expected wear and tear.

Seton Commitment to Excellence

PARENT/GUARDIAN COMMITMENT

We/I fully commit to (name of school) in the following ways:

1. We/I will make the school a safe and orderly environment by following the Family Handbook.
2. We/I will ensure that my child arrives at school by 8:00 a.m. and attends school regularly. I have read the attendance/tardy policy in the family handbook and understand the school's policy regarding tardiness and absences.
3. We/I will ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook.
4. We/I will communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend a minimum of two parent conferences, and any additional requested conferences.
5. We/I will read the Family Newsletter each week to keep informed of updates/information from the school.
6. We/I will check my child's homework nightly and ensure that assignments are turned in on time.
7. We/I will be a faith partner for my child.

PARENT/GUARDIAN SIGNATURE: _____

STUDENT COMMITMENT

I fully commit to (name of school) in the following ways:

1. I will always work, think, and behave in alignment with Seton Catholic Schools shared values.
2. I will do whatever it takes for me and my fellow students to learn. This includes completing nightly homework to the best of my ability, and participating in class both to share my thoughts and ask questions to help me better understand.
3. I will always be open to feedback from my teachers. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
4. I will wear my proper school uniform each day and do everything in my power to arrive at school on time.
5. I am responsible for my own behavior, and I will follow the teachers' directions. 6. I will actively participate in weekly prayer services and/or Mass as my faith permits.

STUDENT SIGNATURE: _____

STAFF COMMITMENT

I fully commit to (name of school) in the following ways:

1. I will make my school a safe and orderly environment by following the Family Handbook and by living/modeling the Seton shared values for my students.
2. I will ensure that valuable school time is utilized thoughtfully and efficiently so that my school can provide our students with an education that is academically rigorous.
3. I will communicate regularly with parents regarding their child's behavioral and academic performance through PowerSchool, report cards, parent conferences, contact via phone, email, or school communication platform, and I will always be welcoming to all parents.
4. I will constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally, and will celebrate their successes.

STAFF SIGNATURE: _____

Seton Catholic Schools Handbook Acknowledgement

I _____ (Parent/Guardian) have received and read the Mary Queen of Saints Catholic Academy School handbook for the 2025-2026 academic school year.

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

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

Seton Catholic Schools are committed to reviewing its policies continually and reserves the right to review and change its policies at any time.

Guardian Signature

Date

Guardian Signature

Date