

(All number citations refer to the Policies and Regulations of the Archdiocese of Milwaukee.)

## **ADMISSIONS**

### **• POLICY STATEMENT ON ADMISSION (5110.1)**

The Waukesha Catholic School System (hereafter referred to as Waukesha Catholic) is non-discriminatory in its admission policies and admits students of any race, color, and national or ethnic origin.

### **• REGISTRATION and WAUKESHA CATHOLIC ADMISSION CRITERIA (5110)**

Registration for Waukesha Catholic begins early in the calendar year. In the admission of students into Waukesha Catholic priority consideration is given to these criteria in the following order:

1. Children in attendance the previous year provided that all current school financial obligations are fulfilled.
2. Siblings of children in attendance the previous year whose parents are parish members of St. John Neumann, St. Joseph, St. Mary or St. William Parish.  
*Criteria used for selection include, but are not limited to:*
  - *Those who were on the waiting list the previous year,*
  - *Number of years as parish member,*
  - *Parish participation in liturgy and stewardship of time, talent and treasure*
3. A child of parents who are parish members of St. John Neumann, St. Joseph, St. Mary, or St. William Parish. Selection criteria are same as above.
4. Siblings of children in attendance the previous year who are parish members of other Catholic parishes, providing all current school financial obligations are fulfilled.
5. Children of parents of other Catholic parishes.
6. Siblings of children in attendance the previous year whose parents are not members of a Catholic parish, providing all current school financial obligations are fulfilled.
7. Children of parents who have an interest in a Catholic school education.

Families will be notified of acceptance after records and admission criteria are reviewed.

### **• PROBATIONARY PERIOD (5110)**

All new pupils are on probation for the first full semester (90 school days) of their attendance in Waukesha Catholic.

### **• KINDERGARTEN ADMISSION (5111 and Wisconsin Statute 118.14)**

No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1st 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 1st in the year he or she proposed to enter school.

No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1st in the year he or she proposes to enter school.

### **• ENTRANCE SCREENING**

A screening process is conducted for students new to Waukesha Catholic. Each campus has its own screening procedure which may include a formal interview, testing, questionnaire, etc. If you have questions about the entrance screening, please contact the campus principal.

## • EXCEPTIONAL EDUCATION (5111.2)

When a child is registered, Waukesha Catholic shall inquire as to whether the student has a history of, or is presently eligible for, an E.E.N. Program relative to current federal and state laws. The campus principal shall determine whether the student's needs can be met and whether enrollment in Waukesha Catholic is in the best interest of the student.

## ADVANCEMENT

The Waukesha Catholic School System has a full time Advancement Director who is responsible for the advancement plan and is charged with identifying, cultivating and securing third source funding.

## ARTICLES PROHIBITED IN SCHOOL

Items, as seen by the administration as hazards to the safety of others or interfere in some way with school procedure, are prohibited. Such items as aerosol deodorant, water pistols, lighter/matches, sling shots, hard balls, or any item that can be used as a weapon are unsafe in a school setting. Communication devices such as cell phones and pagers, laser pointers or similar objects, electronic/music players, CD players and video games interfere with school routine and are not allowed. Parents are requested to help children understand the necessity for such regulations. Consequences, for having one of these or similar items, are up to the discretion of the principal.

## ASBESTOS STATUS INFORMATION

In an effort to comply with the EPA asbestos regulations, our campuses were inspected by accredited and state certified asbestos building inspectors to determine the locations and type of asbestos-containing building material within the campuses. Management plans were developed by an EPA accredited and state certified asbestos management planner that details the inspection, required response actions, and methods to maintain asbestos-containing building materials within our campuses. The management plans are available for your review at the Parish Office of the respective campus.

## ATTENDANCE (5112)

Students are expected to attend school regularly in compliance with the law for compulsory attendance.

## • ABSENCES (5113)

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family, a medical appointment or whenever the principal considers that exemption from attendance is in the best interest of the student. Pupils who are continuously absent or tardy without sufficient reason will be referred to the campus principal as required by Diocesan Policy. In cases where absence is necessary, the following procedure should be followed:

1. Call the school office **before 9:00 AM**. Please state your child's name, grade, and the reason for the absence.
2. Send a WRITTEN EXCUSE stating the reason for absence immediately when your child returns to school. Please sign the note and indicate the date and reason for your child's absence. According to Archdiocesan policy, these excuses are kept on file for the year.
3. In case of an absence, arrange for missed work to be completed in a timely manner. The number of days absent will equal the number of school days given to complete work assigned during the absence.

## • **ILLNESS**

DO NOT SEND CHILDREN TO SCHOOL WHEN THEY ARE ILL. It is not the school's responsibility to determine a child's illness. Except for first aid, school personnel may not give treatment for illness or bodily injury. Fever, nausea, rashes, earache, etc. are symptoms that a parent should have checked before sending a child to school.

If a child has been ill, he/she should not return to school until ready to participate fully in all school activities, recess included. Generally, if children are well enough to be in school for classes, they are well enough to go outside and get some fresh air during the recess and noon hour breaks. If an exception is needed, the principal should be consulted. Please remember that sick children should not be in school because they spread illnesses to other children.

**NOTE:** *Students in grades five, six, seven and eight who participate in co-curricular activities and who are absent from school MAY NOT PARTICIPATE in either practice or event/activity on the day of the absence.*

Any serious illness or accident is to be brought to the attention of the principal as quickly as possible. If a child becomes ill during the school day, parents/guardian will be contacted to pick up the child in the school office. No child will be sent home unless accompanied by a parent or someone designated by the parents/guardian.

## • **WEATHER RELATED**

Guidelines for Recording Absences on Days When Waukesha Public Schools Have Made a Decision to Remain in Session and consequently Waukesha Catholic is also in Session, but Parents Make a Decision to Keep their Children Home Due to Weather Related Safety Concerns.

1. Parents would follow the usual process of notifying the school of the child's absence.
2. The School will record the phone call and/or note about the reason for the absence on their daily records. If the parents request that the official records do not show this absence, and the administration deems that the absence is a result of parents concerns over serious weather related issues, the absence will not be recorded in the child's cumulative records.

## • **RELEASE FROM SCHOOL DURING THE DAY**

Parent requests to release students from school during the day should be submitted **IN WRITING** to the office for approval prior to the student's release from school. At the appointed time, **parents report to the school office** to receive or sign a release form. When the student returns from an appointment, he/she should stop at the office to let us know of her/his return.

**NOTE:** *Parents are encouraged to make all medical and dental appointments after school hours or on free days whenever possible.*

## • **TARDINESS (5113)**

It is important that children develop good habits of punctuality and responsibility. When a child is late for class he/she disturbs the teacher, other students, and loses valuable class and instruction time. Any child who arrives at school after the tardy bell is considered tardy. The child must report to the school office to obtain a tardy slip before being accepted into class. Excessive tardiness will necessitate a parent-student conference with the principal to determine a plan to change this unacceptable behavior.

## • TRUANCY (5113)

Section 118.16 (1) of the Wisconsin Statutes states "Truancy" means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the Compulsory Attendance law.

In cases of apparent truancy, contact is first made with parents or guardian. The state statutes assign responsibility to the local public school district. If a contact with a parent is unsuccessful, referral should be made to the appropriate agency.

## **BEFORE and AFTER CARE**

Waukesha Catholic Before and After Care is available at St. Mary and St. William Campuses. More information is available at the school campus office.

## **BICYCLES**

Bicycles are to be walked on and off the school grounds. Students are to be instructed to lock bikes in the racks. The school is not responsible for damaged or stolen bicycles. Skateboards and scooters are prohibited.

## **BOARD OF DIRECTORS**

The Waukesha Catholic School System Board of Directors advises, guides, and recommends policy for the administrative team of Waukesha Catholic. Meetings are held in August, September, November, January, March, May and June at 7:00 p.m. Notices of meetings are published in the system bulletin. Meetings are open meetings. All parents and parishioners are welcome to attend.

Non-board members are invited to make comments to the board after signing in with the secretary. Comments are to be limited to three (3) minutes. In the event comments exceed a half-hour, the board will continue with the agenda. Board members will not discuss issues presented at this time. Comments on specific personnel matters, or on specific employees, or students are not an appropriate subject for this forum and should be referred to the principal. Any comments, which do not promote the common good or may violate an individual right of the employee and/or student, will not be permitted.

## **BUS TRANSPORTATION (3541)**

Bus transportation is provided by the School District of Waukesha for those students who qualify. All questions concerning bussing such as eligibility, routes, times, etc., should be referred to the School District. **Permission for students to ride in a school bus is conditioned on good behavior and observance of the rules and regulations of the bus company and Waukesha Catholic.** All students who are bussed, and their parents, must be knowledgeable of the Waukesha Catholic rules for bussing and sign the Waukesha Catholic Bus Ridership Signature form. A student who violates the bus rules will be reported to the principal. The principal will inform the parents. After three written Misconduct Reports the student will be suspended from the bus for five consecutive school days. Each additional Misconduct Report will result in a new five consecutive school day suspension. After numerous misconduct reports, eligibility to ride the bus will be determined by the campus principal.

## **CHANGE OF ADDRESS and EMERGENCY INFORMATION**

A change of address or phone number should be reported to the school office immediately. Emergencies can and do happen and it is imperative that school personnel have the up-to-date information as to where a parent can be reached. An emergency form is given to parents with the orientation materials each fall and should be returned the

first day of school. This form includes the address and phone number of each parent's business and home as well as the names of individuals the school may contact in the event parents cannot be reached.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism is wrong and is not acceptable. It limits moral development. Any incidence of cheating or plagiarism will be handled by the classroom teacher.

## **CHILD ABUSE and NEGLECT REPORTING (5140.1 a)**

According to Wisconsin State Law, Sec. 48.981, Statutes, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours after learning of the incident) by telephone or by personal visit to the Waukesha County Health & Human Services at 548-7212 and ask for an Access Worker, or to the City of Waukesha Police Department at 524-3831 if the child lives in the city of Waukesha, or the Waukesha County Sheriff's Department at 548-7117 if the child lives outside of the Waukesha city limits but still in Waukesha County.

- By the term "abuse" the law includes intentional physical injury, sexual intercourse or sexual contact, sexual exploitation or emotional damage.
- By the term "neglect" the law includes the failure to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.
- By the term "child" the law intends to include any person under 18 years of age.

## **CHILD CUSTODY (5124.2)**

When a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, **Waukesha Catholic requires the custodial parent to submit a copy of the court decree about the student.** Waukesha Catholic abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wis. Stat. 118.125 (2)(a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24 (4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2)(m).

## **CLASS SIZE**

The maximum class size of Waukesha Catholic is 30 students per classroom (26 in K5 and 20 in K4). Admission beyond the established limit may be allowed due to extenuating circumstances. The final decision as to class size is the responsibility of the campus principal.

## **COMMUNICATION**

Communication between the home and the school is a joint responsibility. In order to ensure open and direct communication between the home and the school, the proper procedure to follow when a question or concern arises is:

- First contact the teacher or party involved
- If the question or concern is unresolved, next contact the supervisor of the party involved
- Finally, if the question or concern is still unresolved, all parties would meet for resolution

Within our Catholic learning environment, no one should be afraid to raise a question or concern with the appropriate person. We are called to create a community of respect and love, appreciating one another's opinions.

Family situations can affect student learning. When an unexpected situation occurs (e.g. separation, divorce, death of a special person or pet, illness, etc.) please notify the school so we can be alert to changes in your child's behavior. Understanding these situations help us minister to your child with sensitivity and care.

Family packets will be sent home weekly by the school system to update parents of school happenings and events. To help facilitate that school communication arrives at home, each school family is given a packet at the beginning of the school year. This packet contains the family name at the top and room for a signature/date indicating that the communication has been received and read. The packet is sent home on a regular basis with the youngest child in the family in school. Each time the packet comes home, it should be signed and returned to school. Any school-related announcements that are to be included must be given to the school office for approval the Friday prior to the week the bulletin is to be distributed.

### **COMPUTER USE POLICY (6161.2)**

The Acceptable Use Policy must be signed before any person is permitted any use of the school system's computers for Internet, e-mail and list serves.

### **CONDUCT/ HARASSMENT (5131.1)**

Waukesha Catholic believes that respect for the dignity of each person is essential to Catholic tradition and that it is imperative to maintain an educational environment that encourages optimum growth and development. Therefore, it is vital that each campus maintain a learning and working environment free of any form of harassment or intimidation toward students or staff.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- threatening behavior
- "cyber bullying"
- verbal insults
- racial insults
- derogatory ethnic slurs
- unwelcome sexual advances or touching
- sexual comments, jokes or gestures
- physical or mental abuse
- hazing or hazing type initiations

Any student who feels she/he has been subjected to harassment should contact any adult on the school staff.

### **CONFERENCES (5124.1)**

A conference with parents/guardian of each student is to be held at least once a year. This conference is typically held in November after the first report card is sent home. During this time, parents meet with the student's teachers to discuss the child's progress. Another opportunity for parent conferences is provided at the end of the second quarter.

Parents or teachers may request a conference at any time other than that designated on the school calendar. Should additional conferences be desired, please contact the teacher for an appointment.

### **CRISIS INTERVENTION PLAN**

Each campus is responsible for a local adaptation of the Waukesha Catholic Crisis Plan. All staff are expected to be actively involved in the development and implementation of the local crisis plan for their campus.

## **CURRICULUM**

A Catholic education and children are at the central core of the Waukesha Catholic School System's curriculum. Focusing on facilitating student learning, the faculty utilizes a variety of instructional techniques and strategies.

The core curriculum of religion, communication arts, mathematics, science and social studies are supported by art, computer, foreign language, guidance, library, music, physical education, and study skills curricula at various grade levels. The curriculum is aligned with national and state standards. Specific textbook information is available on request from the campus principal.

### **DAILY TIME SCHEDULE**

#### **St. Mary Elementary Campus**

K4 morning class – Monday, Wednesday, Friday – 8:30 a.m. to 11:30 a.m.

K4 afternoon class – Monday, Wednesday, Friday – 12:30 p.m. to 3:30 p.m.

K5A – extended day class – Monday, Wednesday, Friday – 8:30 a.m. to 11:30 a.m.  
& Tuesday, Thursday – 8:30 a.m. to 3:30 p.m.

K5B – full day class – Monday through Friday – 8:30 a.m. to 3:30 p.m.

Grades 1 through 5 – Monday through Friday – 8:30 a.m. to 3:30 p.m.

#### **St. William Elementary Campus**

K4 – one class – Monday, Wednesday – 8:30 a.m. to 11:30 a.m.

one class – Tuesday, Thursday – 8:30 a.m. to 11:30 a.m.

both classes combined – Friday – 8:30 a.m. to 11:30 a.m.

K5 – extended day class – Monday, Wednesday, Friday – 8:30 a.m. to 11:45 a.m.  
& Tuesday, Thursday – 8:30 a.m. to 3:30 p.m.

Grades 1 through 5 – Monday through Friday – 8:30 a.m. to 3:30 p.m.

#### **St. Joseph Middle School Campus**

Grade 6, 7 & 8 – Monday through Friday – 8:20 a.m. to 3:25 p.m.

### **• ARRIVAL and DISMISSAL POLICY**

Children **should not** arrive before the designated start time due to the lack of sufficient supervision on the school grounds before school. When students are dismissed they should go directly home. If there is a change in mode of transportation, the school office should be notified in a timely manner in order to inform the student and the teacher. Loitering on the school premises is not allowed. Each campus has specific procedures and areas for drop-off and pick-up of students. These guidelines are distributed to each family at the beginning of the school year and must be followed.

## **DISCIPLINE**

The registration and admission of a student to Waukesha Catholic is to be interpreted as readiness on the student's part and on the part of the parents or guardians to comply with all the rules and regulations of the school.

The staff and administration of Waukesha Catholic work to create an atmosphere conducive to growing as a community based on the 3 R's; Respect, Responsibility and Reverence. Such an atmosphere requires children to accept the responsibility to allow others to be here in peace so that learning can take place in an environment which is warm and nurturing. In short, each member of the Waukesha Catholic community is asked to live according to the Gospel values of love and respect. Physical and verbal abuse of one another has no place in our relationships to one another.

The policy on discipline is based on the following principles:

The primary responsibility for a student's behavior lies with the student. We depend on the parents to help guide their children in choosing appropriate behavior. The school can be effective only in complementing their guidance.

Christian justice suggests that any policy protect equally the rights of the student, her/his parents, other students, teachers and the school administration.

The grade-level teachers, because of their proximity to the student in day-to-day classroom activities, should bear the most responsibility in exercising judgment of a child's conduct.

The purpose of discipline is training, which develops self-control and character, encourages self-discipline, and sets attitudes and values that will affect life-decisions.

• Procedure for student misconduct at the elementary campuses:

1. The teacher will confer individually with the student and assist the student in defining changes in behavior consistent with the Gospel values of love and respect.
2. If there is no improvement in the student's behavior/attitude, the teacher will confer with the student's parents, either by phone or in person. (The principal is to be notified of this communication.)
3. If a student's behavior/attitude still does not improve, a joint conference with the student, parents, teacher and principal will be set to determine a firm plan of action. (Physical/verbal abuse of others, extreme disrespect by word and/or action to teachers, peers, and/or playground supervisors, throwing of stones/snowballs, are some of the reasons for a firm "plan of action" conference.)
4. The "plan of action" conference will establish clear consequences for behaviors which are not respectful of person or property (among these consequences may be probation or suspension).

• Procedure for student misconduct at the middle school campus:

The middle school uses the Honor Level System of Discipline. This system provides each student with the responsibility of being personally accountable for his/her behavior and rewarding students for electing to choose appropriate behavior. During the first days of school, the principal and teachers will meet with the students to explain the Honor Level System. At this time the school rules and behavioral expectations, infraction slip procedure, progressive stages of consequences, point system will be explained. At Parent Night the Honor Level System of Discipline will be explained to the parents and a brochure will be distributed to the parents that covered the details of this discipline system.

While the Waukesha Catholic discipline policy describes both expectations for student behavior and the procedures to be followed when children have difficulty acting responsibly during the course of the school day, the plan does not address the process to be used in serious situations or in situations where a pattern of disruption is developing

despite all other interventions. The policy on PROBATION/SUSPENSION/EXPULSION addresses the process to be followed.

• **POLICY REGARDING PROBATION, SUSPENSION and EXPULSION (5114 & 5144)**

Probation, Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health or safety of others or is disruptive to the learning environment. Examples of, but not limited to, serious behaviors, are:

- Possession of use of weapons or possession of "look alike" weapons.
- Possession or use of illegal drugs or alcohol.
- Possession or use of any object deemed potentially harmful to others.
- Vandalism
- Fighting
- Verbal Abuse
- Harassment
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life and safety of another.
- Threats, verbal or written, which imply physical or mental harm.
- Hazing or hazing-type initiations.

Probation

The school principal may place a student on probation for a trial period. After conferences are held with the student's parents and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parents of a suspended student are given prompt notice of the suspension and the reasons for the action.
3. In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.
4. Out-of-school suspension is considered a rarity and is the responsibility of the principal. State law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held. The principal may give an out-of-school suspension immediately following a serious disciplinary offense. Such suspension is for investigative purposes.

Expulsion

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.

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

The hearing committee is appointed by the Waukesha Catholic Board of Directors and makes a recommendation to the pastor liaison. The recommendation will be to:

- expel
- suggest other disciplinary actions in lieu of expulsion
- exonerate the student of any wrong doing

Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.

If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the pastor liaison with a recommendation about which step of the procedure needs to be further processed.

\*\* An expulsion hearing is not a legal proceeding, therefore neither party may have an attorney present during the hearing.

### • **POLICY REGARDING DRUG and ALCOHOL ABUSE (5131.6)**

The possession, distribution, use of or being under the influence of alcohol or controlled substances, or the possession of drug-related paraphernalia while on school premises, at school-sponsored activities or on school-sponsored transportation is prohibited.

While students violating this policy will be subject to school disciplinary action, including suspension or expulsion from school, the school will also provide support, information, guidance (but not counseling) and referral for treatment for students who show indication of a behavioral/medical problem associated with alcohol and other drug abuse, for students who live in chemically dependent family environments and for students returning from alcohol and other drug abuse treatment.

An important aspect of this policy is prevention, intervention, and treatment services to be provided students experiencing alcohol and other drug-related problems. The primary service offered for students will be education, assessment, intervention, referral and support services utilizing professional counseling resources. Students may come into contact with these services through a referral by staff (with or without infraction of the policy), self, peer, family or community. Students seeking assistance for alcohol and other drug-related problems shall be entitled to confidentiality, except when the immediate health, safety and/or welfare of the student or others is endangered or when the student is in violation of this policy at the time the information is made available.

For the purpose of this policy, "drugs" shall mean:

1. All controlled substances prohibited by law,
2. all alcoholic beverages,

3. tobacco products including cigarettes, snuff and chewing tobacco, and
4. any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to school policy.

**Implementation of School Drug and Alcohol Abuse Policy**

Implementation shall involve a two-fold approach:

Prevention, intervention, and treatment measures for students experiencing alcohol and other drug related abuse problems.

School disciplinary action for violation of this policy. Enforcement of the policy will be the responsibility of the school principal.

- a. **First Violation:** The severity of the situation will determine the disciplinary action to be taken. The student will be subject to discipline that may include up to a three day suspension or expulsion and elimination from participation in sports.

***NOTE:** The first incident of distribution or sale or inducing another student to use drugs/alcohol may be automatic grounds for expulsion.*

- b. **Second Violation:** The student shall be expelled unless it is determined by the principal and pastor that there are extenuating circumstances that justify continued enrollment in the school.
- c. **Third Violation:** The student shall be expelled.

**DRUGS AND ALCOHOL AT SCHOOL SPONSORED EVENTS (6145.2 #27)**

In keeping with the Archdiocesan Code of Conduct, the presence and/or consumption of alcoholic beverages and/or controlled substances is forbidden at school sponsored events where children or youth are present.

**EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER (6114.6)**

Emergency closing of the school due to snow or other conditions will be announced on one of the following stations:

<b><u>TV</u></b>	<b><u>Radio - AM</u></b>	<b><u>Radio - FM</u></b>
Channel 4 -- WTMJ	WTMJ (AM 620)	WKTI (FM 94)
Channel 6 – FOX-WITI	WOKY (AM 920)	WMIL (FM 106)
Channel 12 -- WISN	WISN (AM 1130)	

And remember these important guidelines:

1. *We follow the Public Schools.* If the WAUKESHA PUBLIC SCHOOLS close or start later or leave earlier then we will do the same.
2. If for some reason one of the individual Waukesha Catholic campuses has an emergency of its own, this will also be reported. Therefore, listen to the radio or TV stations listed above.

NOTE: We do not follow Catholic Memorial's schedule.

Emergency phone numbers at each campus are only used in the event that land lines are down.

St. Joseph 262-565-7291      St. Mary 262-565-7292      St. William 262-565-7293

## **ENDOWMENT FUND**

The Waukesha Catholic School System has an Endowment Fund that is intended to provide long-term financial support for Waukesha Catholic. This fund was established by the Endowment Fund Decree May, 2001 and the By-Laws for the Advisory Board of the Endowment Fund.

## **EXTRA CURRICULAR ACTIVITIES (6145)**

Opportunities for extra curricular activities are available to students of Waukesha Catholic. Some examples are:

- Brownies, Cub Scouts, Boy and Girl Scouts (K-8)
- Athletic Groups (5-8)
- Jazz Band (7-8)
- Clubs e.g. Forensics, Ski, etc.

The principal has ultimate responsibility for all extra curricular activities; therefore, persons responsible for any group or event should contact the school office for scheduling.

## **FIELD TRIPS**

Field trips are planned throughout the year for all grades. The teacher with consent of the principal will arrange the trip. Transportation will be by a licensed public carrier. Permission will not be given to go to private homes for a fun day because of liability due to accidents occurring on private property.

Parents will be contacted for written permission. No student will be allowed on a field trip unless a signed permission slip is on file in the school office. Verbal permissions ARE NOT ACCEPTABLE.

The students incur costs of the field trips. To keep the cost to a minimum, the total cost of the trip is divided among the number of students in the class. Therefore, if a student is unable to attend because of some unforeseen reason, her/his contribution cannot be refunded. **No student will be denied participation on a field trip due to cost.** In the event that a family cannot afford the cost, arrangements, which will be kept confidential, should be made with the principal prior to the field trip.

### **Field Trips and Community Service(6153) (a) (b)**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

The administration may place restrictions upon a student's participation in such programs. The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

1. Name, location and date(s) of the event.
2. Cost to the student.
3. Mode of transportation to be used.
4. Name of supervisor overseeing the activity.
5. Parents' responsibility.

No student may participate unless a signed parent permission slip for the specific event is on file with the pastor or principal.

**Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified by the driver.**

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must have a valid state inspection sticker, if required.
5. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
6. A privately owned 10-15 passenger van may not be used to transport school-aged children on field trips.

If a vehicle is rented by the parish/school, the following must be verified;

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. Primary auto insurance/coverage through the Archdiocese of Milwaukee Protected Self-Insurance Program should be verified by contacting Catholic Mutual at 262-255-6906.
4. A leased or rented 10-15 passenger van may not be used to transport school-aged children on field trips.

Drivers must complete the Volunteer Driver Information Sheet – Form 6153 (c) and submit it to pastor or principal. Drivers must meet all requirements of the *Safeguarding All God's Family* program. If the same autos are used in one or more events prior to the auto insurance expiration date on the sheet, a new sheet will only be required if a change occurs in information provided. A new sheet will be required at the policy expiration date.

### **Field Trips and Community Service**

Parishes/Schools should complete the Request for Driver's Record Check Form 6153 (e) and submit it to Catholic Mutual Group for frequent drivers and any drivers on extended and overnight trips. Catholic Mutual will obtain the driver record from the Wisconsin Department of Motor Vehicles and make a determination on acceptable drivers.

While this field trip policy is tailored expressly and particularly, both grade and high schools, the content of the policy is used for all Archdiocesan field trips, athletic events and other sanctioned activities where private transportation is used.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required.

Both the Parent Permission Form and Volunteer Driver Information Sheet should be kept on file for three years after date of event.

**In addition, a February 2006 Assembly Bill known as the 2006 Wisconsin Act 106 was passed modifying child safety restraint laws in the State.**

**Act 106 creates a tiered structure of restraint requirements for transporting children under the age of 8 in motor vehicle according to size and weight. The structure is as follows:**

Under the Act, a child who is:

1. Less than one year old or who weighs less than 20 pounds must be "properly restrained" (defined in the Act) in a rear-facing child safety seat in the back seat of the vehicle if the vehicle is equipped with a back seat.
2. At least one year old and weighs at least 20 pounds but is less than four years old or weighs less than 40 pounds must be properly restrained in a forward-facing child safety seat in the back seat of the vehicle if the vehicle is equipped with a back seat.
3. At least four years old but less than eight years old, weighs at least 40 but not more than 80 pounds, and is not more than 57 inches (4'9") tall must be properly restrained in a "child booster seat" (defined in the Act).

4. Under the age of eight and exceeds the weight or height limit specified in item 3, above, must be properly restrained by a seat belt.

The Act prohibits a person from transporting a child under the age of 8 in a motor vehicle unless (1) child is restrained as described above, and (2) the restraint system meets the standards established by the Department of Transportation and is appropriate to the child's age and size.

**Schools need to take whatever steps necessary to be in compliance with the law if private vehicles are used for transporting students for school events.**

## **FINANCES (3240)**

### **• TUITION POLICY (3240 and 5125.2)**

Waukesha Catholic has a tuition structure that is reviewed annually by the Waukesha Catholic Board of Directors. This tuition structure includes a parishioner rate and a non-parishioner rate. The parishioner rate is charged to families registered with and supporting one of the Waukesha Catholic sponsoring parishes. Consideration is given for families with several children in the system. The non-parishioner rate is charged to those families not affiliated with one of the Waukesha Catholic sponsoring parishes.

Tuition is payable in full on August 1 or in 10 monthly payments beginning with an August 1 payment. All Waukesha Catholic registered families are required to sign a Tuition Agreement, which commits them to one of the payment plans as well as parish support.

A student may be dismissed in the second semester for non-payment of tuition if a sufficient attempt to meet financial obligations has not been demonstrated. Non-payment of an agreed-upon prior year's tuition/fees may result in non-admission for the following school year. The final decision to dismiss a student during the second semester or to deny admission for the following year rests with the Pastor of the home parish. Waukesha Catholic will refer delinquent accounts to a collection agency or Small Claims Court.

Waukesha Catholic shall withhold student records because of non-payment of tuition/fees. Only those records for the semester(s) or scholastic period in which the unsatisfied financial obligation was incurred will be withheld. Health records will never be withheld.

### **• TUITION**

#### **Tuition - Parishioner**

K4 (Preschool)	\$1661
K5 (Kindergarten) - Extended Day on Tuesday & Thursday	\$2029
K5 (Kindergarten) - Full Day - <i>St. Mary Campus Only</i>	\$2807
One Child (Gr.1-8)	\$2807
One Kindergartner – Extended Day & One Child (Gr. 1-8)	\$4735
Two Children (K5 Full Day – Gr. 8)	\$4913
One Kindergartner-Extended Day & Two Children (Gr. 1-8)	\$6326
Three Children (K5 Full Day – Gr.8)	\$6373
One Kindergartner – Extended Day & Three Children (Gr. 1-8)	\$7061
Four Children (K5 Full Day –Gr. 8)	\$7097

## **Tuition – Non-Parishioner**

K5 (Kindergarten) - Extended Day on Tuesday & Thursday	\$3510
K5 (Kindergarten) - Full Day - <i>St. Mary Campus Only</i>	\$4680
One Child (Gr. 1-8)	\$4680

### **• FEES**

#### **REGISTRATION FEE**

- \$75 - one child
- \$125 - two children
- \$150 - three or more children

This fee **must** accompany registration forms and is only refundable if placement within the Waukesha Catholic School System cannot be made by Waukesha Catholic. (This fee may be refunded for good reason with the Director's approval.)

#### **TECHNOLOGY FEE**

- \$50 - one child
- \$90 - two children
- \$120 - three or more children

This fee will be added to the tuition amount which will be payable through either of the tuition payment plans.

#### **BAND FEE**

- \$235 - one child
- \$410 - two children
- \$535 - three children

This fee will be billed to the family in September and payable in two installments – October 15 and February 1

#### **LATE FEES**

Late Fees will be assessed if tuition payment is not received by the due date. Continual late payment of the agreed-upon tuition may result in a request by Waukesha Catholic that tuition and fees be paid in full at the beginning of the school year.

#### **RETURNED CHECK FEE**

There may be a fee charged for a check returned for non-sufficient funds.

#### **BEVERAGE FEE (Milk or Juice)**

This fee is for those who wish to have their children receive either milk or juice with their noon lunch. The cost for either beverage is available in August. The government funds a small percentage of the cost of the milk. Due to the fact that our milk program is federally funded and in compliance with government regulations, the milk must be consumed in school. Juice is not part of the government program and the parents must pay for all costs.

#### **GRADUATION FEE**

A graduation fee is collected from each eighth grade student. This fee is collected at the Middle School in the spring of the year. The fee covers the gown rental and some of the graduation activities. \$CRIP credits from the current year may be used to pay these fees for the youngest child in the family.

## • CHURCH SUPPORT

The cost per student for the 2009-2010 school year is **\$4696**. Tuition covers **only 51%** of the school expenses. The remainder of the cost is subsidized by the home parish and third source funding. Since the Catholic school is an integral part of the total parish and depends on the active involvement of parents not only in the religious formation of their children but also in the financial support of the parish it is expected that those claiming parish membership are to:

*Attend Mass regularly with their child/ren.*

*Participate in parish activities.*

*Contribute at least \$15.00 per week (for 52 weeks of the year) to the parish over and above the tuition payment.*

Families unable to meet the stated expectations **must** meet with the pastor of the home parish or be considered a non-parish member and pay the non parishioner tuition of \$4680.

## • FINANCIAL ASSISTANCE

Some assistance is available for families who are in financial need and are parishioners of one of the Waukesha Catholic sponsoring parishes. It is expected that families claiming parish membership meet the following criteria:

1. *Attend Mass regularly with their child/ren*
2. *Participate in parish activities*
3. *Contribute regularly to the home parish.*

In order to be considered for tuition assistance an application must be completed. Application forms for tuition assistance are available from Waukesha Catholic Business Office. These applications are assessed by an outside agency to determine financial need.

## **FIRE DRILLS/TORNADO DRILLS (6114.1)**

As required by law, monthly fire drills are conducted to alert the children as to the proper procedure in knowing what to do in case of such an emergency.

Tornado drills are conducted each year especially during the designated tornado season.

## **GRADUATION/RECOGNITION (5127)**

The elementary campuses of Waukesha Catholic have a farewell ceremony that recognizes all fifth grade students as they complete their elementary years.

Students officially graduate from Waukesha Catholic in eighth grade. Since Waukesha Catholic is an accredited Archdiocesan school, all graduates whose families have satisfied all financial obligations with Waukesha Catholic will receive the official diploma from the Archdiocese of Milwaukee.

The eighth grade graduation ceremony is held at one of the sponsoring parishes and the dress code for the ceremony is the official graduation gown of Waukesha Catholic.

## **GRIEVANCE PROCEDURES FOR PARENTS (1312) (a)(b)**

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in Waukesha Catholic and an employee of the school. Before any formal grievance can be initiated, the parent(s) or guardians(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution

occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

- **STEP 1**

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involves secondary schools, please go to STEP 3. If resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to STEP 2.

- **STEP 2**

If resolution does not occur in the informal meeting or STEP 1 and the concern involves Waukesha Catholic, the parent(s)/guardian(s) will provide the pastor liaison/director with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The pastor liaison/director will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The pastor liaison/director will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor liaison/director is the immediate supervisor begin here).
2. The pastor liaison/director may contact the Archdiocesan Office for Schools for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor liaison/director may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

- **STEP 3**

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor liaison/director (principal or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a recommendation to all parties. If there is consensus of all parties, the process recommended is concluded. If resolution does not occur a final STEP 4 may be initiated.

- **STEP 4**

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. An Archdiocesan School's Office representative will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

## **GUN FREE SCHOOL ZONES**

Furthering the protection of our students, the federal government enacted the Gun Free School Zones Act. The law states:

*It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both.*

## **HEALTH**

Each campus of Waukesha Catholic has a Health Room. A child who is ill or injured is sent to the health room and is cared for by staff or volunteer.

### **• ACCIDENTS/ILLNESSES (5141.1)**

Any serious illness or accident is to be brought to the attention of the principal as quickly as possible. Parents will be notified if any serious accident or illness occurs which involves their child. Parents will be contacted to pick the child up in the office. No child will be sent home unless accompanied by a parent or someone designated by the parent.

Emergency health information is on file in the school office. It is of great importance **to KEEP YOUR CHILD'S EMERGENCY INFORMATION UPDATED**. In case of emergency, the paramedics will be called and parents will be notified.

### **• COMMUNICABLE DISEASES (5141.2)**

Notify the school office immediately when your child has a communicable disease. A written release from a physician or the Health Department is recommended before a child may return to school.

### **• HEAD LICE**

Lice checks may be conducted periodically at the elementary campuses. In the event of a lice diagnosis the child's parent/guardian will be notified by telephone. Recognizing the sensitive nature of this diagnosis confidentiality will be maintained so the child is not embarrassed.

It will be stressed to the parent/guardian that prompt and proper treatment of the condition is in the best interest of the child and his or her classmates. Parents/guardians of all children in the index child's classroom will be notified, encouraging that children be checked at home and treated if appropriate before returning to school the next day.

Waukesha Catholic enforces a policy of being head lice free.

### **• IMMUNIZATIONS (5141.31a)**

State law requires all children to be immunized for measles, mumps, rubella, DTP/DT/Td, polio, hepatitis B, and varicella. State law requires 2 doses of Varicella (chicken pox) vaccine for students entering Kindergarten, 6<sup>th</sup> and 7<sup>th</sup>

grades or provide the date your child had the Chicken Pox disease; 1 dose of tetanus, diphtheria, and acellular pertussis vaccine (Tdap) for students entering 6<sup>th</sup> and 7<sup>th</sup> grades. Parents shall secure the immunizations required by State Statute 140.05(16) from available medical sources such as physicians, hospitals, or public health agencies, or shall submit the waiver form.

Each campus of Waukesha Catholic maintains the health records of each student enrolled at that campus. If immunization requirements are not met, the school is mandated to notify the district attorney requesting the district attorney to seek a court order.

• **MEDICATION (5140.2a)**

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and /or School Nurse.
  - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
  - d. If you sent in any over the counter medication to school, written parental permission must be included.
2. Medication to be given in the school must have the following information printed on the container:
  - a. Child's full name;
  - b. Name of the drug and dosage;
  - c. Time to be given, and
  - d. Physician's name.
3. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

4. Only limited quantities of any medicine are to be kept at school.
5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

• **SCHOOL FOOD ALLERGIES (5140.4(d))**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form

5140.2d). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen.

The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

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

• **SCHOOL WELLNESS POLICY (5140.4)**

1. Provide a positive environment and appropriate knowledge regarding food.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
5. The school will establish allergy controlled zones in the lunch room and other instructional areas where appropriate.

**HOMEWORK (6154)**

Homework is an essential part of encouraging the full scholastic development of a student. It is the responsibility of both the home and the school to teach and to promote the development of good study habits. Copying another student's homework is unacceptable because it limits the teacher's ability to effectively assess each student.

It is important that parents arrange a quiet place for study and a regular time for homework to be done. If your child says he/she does not have assigned homework then the homework time should be used for library reading, drilling of math facts, spelling review, etc.

The time for homework, the nature of assignments, and the rate of work will vary depending on the student and the grade level. If your child seems to be spending an excessive amount of time on assignments, a conference with her/his teacher may clear up any difficulty. If your child is not spending any time in study at home, something is not right either.

The Archdiocesan guide for homework is as follows:

K5 -----	Periodic enrichment activities
Primary grades -----	15 - 30 minutes
Intermediate -----	30 - 60 minutes
Middle school -----	60 - 90 minutes

Ordinarily homework at the elementary level, except for long-term assignments will not be assigned on the weekend or over holidays. When students are absent, they must be responsible for finding out what they have missed. If help is needed from the teacher, the student should request this help. The teacher will gladly give assistance.

## **HOME AND SCHOOL ASSOCIATION (1210)**

The purpose of the Waukesha Catholic Home and School Association is to coordinate the activities of the home and school in the spiritual and educational development of the Waukesha Catholic school children and their parents. There is the Home and School Association which organizes or supports appropriate system activities. In addition, each campus has a Campus Committee of the Home & School Association to coordinate campus activities. The Waukesha Catholic Home and School Association officers invite and urge parents to attend all functions.

## **HOT LUNCH**

Catered lunch is offered on designated days each month. Hot lunch order forms are sent home. All completed slips and money must be returned to the school office in an envelope with the student's name clearly listed. Deadlines are established at each campus for returning forms.

## **LIBRARY**

The library at each campus is available for student and parent use. Library books may be taken out for two weeks. A fine is charged for overdue books. If a book is lost or damaged, the student must pay the complete cost of the book.

## **LOST ARTICLES**

Please label your child's belongings clearly with her/his name. A lost and found box is kept in the school for lost articles. Please have your child check the lost and found box periodically for missing gloves, hats, etc. Items that are not claimed after several weeks will be donated to St. Vincent de Paul Society.

## **PARTY INVITATIONS**

When planning special occasion parties for your child we ask that you be sensitive to all the children in your child's grade level so that some children are not excluded. We understand that you may have limited accommodations and resources, however, when invitations are distributed in school it is obvious and hurtful to those not invited. Therefore, *party invitations MAY NOT be sent home through the school when only a select number of classmates are included.*

## **PERSONNEL STANDARDS**

All teachers and administrators will have appropriate Wisconsin Department of Public instruction and religious certification.

## **PROMOTION, RETENTION AND ACCELERATION (5123)**

Promotion, retention, and acceleration are based on a number of criteria such as: intellectual ability, chronological age, social development, etc. In the case of a recommended retention or acceleration, conferences will be held with parent(s), teacher(s) and the principal before the end of the first semester. Conferences will include the reasons for the recommendations and a review of student's records and other data. Conference objectives will aim toward a mutually agreed upon decision between the parents and the school.

The campus principal makes the final decision regarding retention or acceleration. Parents will be notified before May 15.

## **REFERRAL OF STUDENTS WITH SPECIAL NEEDS (5111.2/6164.3)**

Waukesha Catholic is dedicated to helping all students reach their potential. To better educate and assess students with special needs (at-risk, achievement deficit, gifted and talented, etc.), the following process is used:

1. Teachers observe students on a daily basis, noting areas of special concern. Instructional, social, or behavioral methods are modified to meet student needs. Parents and campus principal are notified of these modifications.
2. If a student does not respond to the program modification, the teacher or parent requests a conference\* to discuss the situation. At the conference, strategies are explored and an action plan is recommended.
3. The strategies are implemented and pertinent data ( e.g. summary of child's progress, performance portfolios, behavioral patterns, etc.) is gathered.
4. When there is no apparent improvement in student learning, social interaction, or behavior, a second conference\* is scheduled. During this conference, additional strategies will be determined. Strategies might include, but are not limited to, the following options:
  - evaluation by supportive consultant
  - curricula adaptation
  - referral for an Individualized Educational Plan (IEP) through the local public school district
  - professional evaluation (e.g. physician, psychologist, counselor, ADD specialist, etc.)

*If a referral is made for testing or evaluation, parental approval is required.*

5. After all data has been gathered and strategies have been studied, recommendations will be made as to the course of action most beneficial to the student.
6. A periodic review of the course of action is an on-going part of this process. If it is determined that the recommendations prove ineffective, then other options will be sought.

**NOTE: Waukesha Catholic believes that parental input is invaluable. Therefore, parents must be notified of any concerns regarding their children and may never be excluded from any referral process.**

\* Conferencing is an important part of the referral process. Various types of conferences are held to gain a better insight into student performance. For example:

Teacher/Student Conference  
Teacher/Principal Conference  
Teacher/Principal/Student Conference  
Teacher/Parent Conference  
Teacher/Parent/Student Conference  
Teacher/Parent/Principal Conference

## **RELEASE OF INFORMATION POLICY (1112)**

Waukesha Catholic has a policy regarding the release of names, addresses, phone numbers and images of students, faculty, staff and school families. For inclusion in directories, brochures, websites or any other medium, students, and in the case of minors, the parent/guardian will be required to sign the Release of Information Form before any such release of information takes place. General group pictures of students, staff, etc. without specific identification of individuals are not subject to this policy.

## **RELIGIOUS INSTRUCTION**

### **• DAILY CLASSES**

Daily religion classes are taught based on the Catechism of the Catholic Church and Scripture. The heritage, history, and traditions of the Catholic Church are explored through formal instruction. Prayer experiences, liturgical celebrations and service projects are integral to the religion curriculum.

### **• LITURGY**

The experience of worship and participation in the Mass is an important part of being in a Catholic school. Children attend liturgy on regularly scheduled days as well as all Holy Days. Efforts are made to have students assume an active role in planning the liturgy. Families are always welcome and encouraged to participate in the school liturgies.

### **• PRAYER**

Prayer is an integral part of every school day. Each day begins and ends with prayer. Children learn formal prayers as well as how to pray spontaneously.

### **• SACRAMENTAL PROGRAM**

First Reconciliation and First Communion are received in the child's home parish. Instruction for these sacraments is incorporated into the school curriculum. Parent sessions and other activities for the children are planned at the home parish. Contact your parish if you have any questions about your child's reception of the sacraments. Although each campus provides opportunities to celebrate the sacraments, students are encouraged to participate in the celebrations provided at their home parish.

### **• RETREATS**

Retreats are offered once a year to individual classes in the middle school.

## **REPORT CARDS (5121)**

Report cards are issued four times a year for K4 - 8 to enable parents to see what progress their children are making in school. Middle school parents may check progress through WebGrader on a regular basis. Reporting pupil progress will be based on specific data gained from a variety of assessment techniques such as:

- direct observation
- pre and post tests
- assignments
- projects
- portfolios

A careful study of the report by the parents will help in our efforts to establish a program of cooperation between the home and school. Parents will find an explanation of the marking system on the report card. If any questions arise, contact the school to schedule a conference. Parents should sign the report card envelope and return it within three days after the report has been sent home.

### **• GRADING GUIDELINES**

With the use of the standards-based report card, it is our recommendation to discontinue the use of pluses and minuses in achievement grades. The use of letter grades alone is more compatible with the proficiency level descriptors. Pluses and minuses do not fit into our standards-based philosophy.

It is agreed that “zero” for a grade due to missing work is not an accurate assessment of a student’s proficiency. However due to the scheduling at the Middle School and recognizing that in reality students may still not turn in work after repeated attempts to have them complete it, the option is given the teacher to either give the “zero” or a minimal grade. This allows the teacher, who is aware of external circumstances which impact a student’s progress, to give them a grade more reflective of their ability.

All teachers including specialists who are required to assess students should use the following scales:

<b>Primary Level Mixed Scales (Grades 1-3)</b>				
Grade	%cutoff	Rubric Equivalent	Rubric Cutoff	Proficiency
+ or S	90	3	2.666	Proficient
/ or P	80	2	1.66	Basic
- or N	70	1	0.7	Minimal

<b>Intermediate/Middle School Level Mixed Scales (Grades 4-8)</b>				
Grade	% cut off (>=)	Rubric Equivalent	Rubric Cutoff (>=)	Proficiency
A	93	4	3.4	Advanced
B	85	3	2.4	Proficient
C	77	2	1.3	Basic
D	69	1	0.6	Minimal
U	60	0.0	0.0	Minimal

## **SCHOOL PLANNING AND ACCREDITATION**

Waukesha Catholic School System is accredited by the Archdiocese of Milwaukee on a seven-year cycle, with annual visits. Waukesha Catholic School System is also accredited by the Wisconsin Religious and Independent Schools Accreditation (WRISA) on an annual basis.

## **SCHOOL PROPERTY (5145.2)**

### **• CARE OF BOOKS/PROPERTY**

The students have the privilege of using textbooks, desks, lockers, and other materials supplied by the school. Textbooks are to be covered with a properly fitting book cover and are to be carried to and from school in a sturdy book bag. Parents of students will be held responsible for the replacement cost of any materials or property that are lost or damaged through their children's negligence. If any school property is damaged, parents will be notified and the campus principal will make a decision as to the replacement or repair cost.

### **• SEARCH AND SEIZURE**

#### **Student Lockers and Desks**

The principal and staff members specifically delegated by the principal shall inspect the student lockers and desks and any items in the lockers and desks periodically.

The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

If lockers are to be locked students must use school furnished locks on the lockers. Any other locks will be confiscated by school authorities.

All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal.

Officers of the law, appearing with duly processed search warrants, will be awarded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.

### **SPORTS PROGRAMS (6145.2)**

Waukesha Catholic provides a comprehensive athletic program for boys and girls from grades five through eight. The program is designed to provide participation in team sports and athletic development, which adds to the spiritual, social, academic and physical training that our students receive in school. The program is designed to give competent coaching in the fundamentals of each sport as well as allowing the students to develop a Christian attitude toward competition and teamwork.

Detailed information regarding eligibility, physicals, awards, coaching, etc. is published on the Waukesha Catholic Athletic Website.

### **STANDARDIZED TESTING (5120.1)**

The Archdiocesan Office for Schools requires that the Iowa Tests of Basic Skills be administered in grades 3-5-7. This standardized test gives a picture of how our students compare to their same grade peers across the nation. The Cognitive Abilities Tests show a relationship between predicted ability and actual performance on the test battery. The Iowa Tests of Basic Skills is useful in a general way, but because the test items are not aligned with the local curriculum, the test does not necessarily assess what has been instructed.

The Wisconsin Department of Instruction has now developed model academic standards for all areas of instruction. Public school districts have used these standards as a basis for their local school curriculums. The Wisconsin Knowledge and Concepts Examinations have been developed for grade 4-8-10 to assess mastery of model standards. The Archdiocese of Milwaukee has required that curriculum incorporating the Wisconsin Model Academic Standards be developed in all Catholic Schools.

After careful reflection of how testing students can be useful, the following schedule will be followed at Waukesha Catholic:

1. The Iowa Test of Basic Skills with Cognitive Abilities will be administered in grade 3 through 7.
2. The Wisconsin Knowledge and Concepts Examination (WKCE) may be administered in grade 8.
3. Appropriate screening and diagnostic testing will be utilized in K4, K5, and grade 1 to identify students who may need intervention.

### **STUDENT RECORDS (5125)**

Waukesha Catholic has the responsibility to keep educational records for each student, which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student in Waukesha Catholic. Upon the student's entrance into Waukesha Catholic, a student record is started and the student's history throughout the school system is recorded upon it. After the student has graduated or terminated his/her education the permanent record will be maintained for 65 years.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request, be provided with a copy of the records.

Waukesha Catholic will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of 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.

If a family is moving which will involve a change of school, parents/guardians are required to notify the school in advance so that the necessary records may be transferred to the new school. All records are to be mailed and not carried. When transferring records no written parental request is required. Evaluations that are part of the student's record that have been performed by the school do not require the written permission of a parent/guardian before this information can be released to the new school. Evaluations performed by a private, outside agency may only be released to the new school by the parent/guardian. Behavior records and reports are transferable to other schools and/or appropriate agencies.

Selected student records may be withheld because of non-payment of tuition, non-returned library or schoolbooks, or any other outstanding financial obligation.

### **TELEPHONE**

Except for emergencies, no child will be permitted to use the school office phone. Lunch, homework, scout projects, etc., should be laid out the night before and be easily accessible for the child when leaving for school in the morning.

### **UNIFORM and DRESS POLICY**

A goal of the Waukesha Catholic School System is to develop in the student a respect for self and others, pride in one's appearance, and good manners. These traits aid in establishing a proper learning environment. To help develop these traits, promote unity, develop a good self and school image, decrease peer pressure by lessening the clothing competition among students, and help keep clothing cost down, Waukesha Catholic has adopted a uniform and dress policy which will be enforced by the principal and the faculty. Cooperation of both parents and students with the policy is essential.

#### **• GENERAL RULES**

1. Uniform clothing is available for purchase at:  
THE UNIFORM PLACE, 811 N. 68th Street, Milwaukee, WI. 53213 (414-258-7888)

For the purpose of uniformity, if uniform clothing is not purchased from The Uniform Place, it must be the same style as uniform items at The Uniform Place and **be merchandised as school uniforms.**

There is no uniform required for K4 students.

2. Uniforms must be worn on the school grounds at all times unless:
  - A. a scout uniform may be worn on the day of a scout meeting.
  - B. a "jean" or a "non-uniform" day has been announced by the principal.

*NOTE: Non-uniform day clothing is to be appropriate to a learning atmosphere. T-shirts and sweatshirts with pictures and writing are acceptable on "non-uniform" days with the following exceptions: NO profanity, NO reference to drugs or alcohol, NO reference to rock groups or gangs. Shorts must be an appropriate length. NO spaghetti strap or tank tops are allowed.. All tops should be long enough to cover the midriff.*

3. Uniform shirts must be tucked in. If a belt is worn it must be black or brown.

4. Uniforms, as well as any clothing, must be neat, clean, and in good repair.
5. Any clothing that is likely to be removed at school for gym class, playground or other activities, should be labeled to help facilitate the return of lost items.
6. Sloppy, oversized, baggy clothing, tight-fitting clothing, and gang-related clothing or symbols are not acceptable as part of the uniform nor acceptable on non-uniform days.
7. Long sleeved shirts may not be worn under short sleeved uniform shirts. This "layered look" is not acceptable.
8. On uniform days, a non-Waukesha Catholic sweatshirt may only be worn as jacket and may not replace a uniform shirt or sweater.
9. Shoes MUST be safe and practical for school and playground use. No backless shoes e.g. clogs, thongs, or slides. No shoes with wheels built into them. A platform shoe with heels and soles higher than 1 & 1/2" are unacceptable. *Note: Socks are always required.*
10. Uniform and non-uniform jumper, skirt, shorts or skorts will be no shorter than 4" above the knee.
11. Girls may wear earrings. Stud and hoop earrings must be smaller than a dime and non-dangling in style. Any piercing must be limited to the earlobe.
12. Hair may not be dyed different rainbow colors and must not be cut in a distracting manor and must be groomed appropriately.
13. Necklaces and bracelets must never present a safety hazard.
14. During the winter months, all students are expected to dress appropriately for warmth.

• **ADDITIONAL MIDDLE SCHOOL RULES**

Non-uniform day clothing is to be appropriate to a learning environment. Clothing that causes a distraction or disruption in the school and/or creates a health or safety risk is deemed inappropriate for students. Examples of clothes that disrupt the education process include: beach attire, lounge/pajama wear, visible undergarments, crop tops, and lettering advertising tobacco, alcohol, or other drugs or designs considered in poor taste. The following dress is not allowed as it may disrupt the educational setting:

No part of any undergarment is to be visible while standing or sitting

No bare midriffs

No strapless tops, off the shoulder or low cut tops

No short shorts, or skirts, even if worn with leggings

Shirts should have sleeves for both boys and girls

No hats, bandannas, scarves, or other headwear during the school day. Students are expected to remove headwear upon entering the building.

No coats, jackets, or outerwear during the school day. Outwear must be stored in the student's locker.

**Parents may be called to bring a change of clothing.**

***The final determination for the acceptability of any item,  
whether or not specifically covered herein,  
shall be made by the principal.***

**WAUKESHA CATHOLIC UNIFORM POLICY**  
**GRADES K5 to 8**

**BOYS**

**SHIRTS:**

Shirts must always be worn.

Colors: *Solid dark navy, red or white (not off-white)*

Types:

- knit shirt with a collar, including the Waukesha Catholic polo shirt
- turtleneck/mock knit tops
- button down shirt with a collar
- long or short sleeves

NOT ALLOWED:

- oversized and long length shirts
- colored undershirts
- athletic sweatshirts
- logos (ONLY the WAUKESHA CATHOLIC decorative logo is allowed.)

**WAUKESHA CATHOLIC  
SWEATSHIRTS/  
SWEATERS/  
VESTS**

- If a sweater or WAUKESHA CATHOLIC sweatshirt is worn, a shirt with a collar must be worn underneath the sweater or WAUKESHA CATHOLIC sweatshirt.

Colors: *Solid dark navy, red, or white (not off-white)*

Types:

- round or V-necked waist length traditional sweater type vest
- round or V-necked long sleeve pullover
- cardigan
- *St. Joseph Campus ONLY* – WAUKESHA CATHOLIC hooded sweatshirts

NOT ALLOWED: oversized or excessively bulky

**PANTS:**

Pants purchased at the Uniform Place or those merchandised as "uniform" pants at such places as JC Penney Catalog, Sears Catalog, and Land's End.

Colors: *Solid dark navy*

*St. Joseph Campus ONLY* – *Solid dark navy or solid khaki*

Types:

- corduroy - *St. Mary & St. William Campus ONLY*
- cotton twill fabric

NOT ALLOWED: pants with denim fabric  
pants with contrasting stitching  
sweatpants  
decorative trim, extra zippers, studs, or back pocket flaps  
excess pockets on the leg  
oversized or baggy  
painter/carpenter, drawstring or cargo

**SHORTS:**

Dark navy walking shorts, **only those purchased at The Uniform Place** or those merchandised as "uniform" shorts may be worn in place of pants at the discretion of parents during the months of August, September, October, April, May, and June. *St. Joseph Campus ONLY*, khaki shorts can be worn.

**SOCKS:**

Socks must always be worn.

Colors: *Dark navy or white*

**BELTS:**

Only black or brown

**EARRINGS:**

**NOT ALLOWED!** -- No piercing of any type allowed!

## GRADES K5 to 8

### **GIRLS**

- JUMPER/SKIRT/** Types: - GRADES K5 to 5 -- Belair Plaid Pleated Jumper (#8812)  
- GRADES K5 to 5 -- Belair Plaid Skirt (#1890A)  
- GRADES K5 to 8 -- Navy blue pleated or A-line skirt merchandised as a uniform skirt
- BLOUSES/** Blouses/shirts must always be worn.  
**SHIRTS:** Colors: *Solid dark navy, red or white (not off-white)*  
Types: - knit shirt with a collar, including the WAUKESHA CATHOLIC polo shirt, long or short sleeve  
- blouse with a collar  
- turtleneck/mock plain tops  
NOT ALLOWED: - oversized, skin-tight, or long length shirts  
- fabric of a see-through nature  
- colored undershirts  
- athletic sweatshirt  
- logos (ONLY the WAUKESHA CATHOLIC decorative logo is allowed.)
- WAUKESHA CATHOLIC SWEATSHIRTS/ SWEATERS/ VESTS** If a sweater or WAUKESHA CATHOLIC sweatshirt is worn, a shirt with a collar must be worn underneath the sweater or WAUKESHA CATHOLIC sweatshirt.  
Colors: *Solid dark navy, red, or white (not off-white)*  
Types:  
- cardigan  
- round or V-necked waist length traditional sweater-type vest  
- round or V-necked long sleeve pullover  
- **St. Joseph Campus ONLY** – WAUKESHA CATHOLIC hooded sweatshirt  
NOT ALLOWED: oversized or excessively bulky, velour or chenille, decorative trim
- PANTS:** Pants may be worn in place of the uniform skirt or jumper.  
Colors: *Solid dark navy*  
**St. Joseph Campus ONLY** – *Solid dark navy or solid khaki*  
Types: corduroy - **St. Mary & St. William Campus ONLY**  
cotton fabric  
NOT ALLOWED: - pants with denim fabric or contrasting stitching  
- sweatpants or knit pants  
- decorative trim, extra zippers, studs or back pocket flaps  
- excess pockets on the leg  
- oversized, baggy or tight fitting  
- carpenter/painter, drawstring or cargo
- SHORTS/ SKORTS:** Dark navy walking shorts, **only those purchased at The Uniform Place**, or those merchandised as "uniform" shorts, may be worn in place of jumper/skirt or pants at the discretion of parents during the months of August, September, October, April May, and June. **St. Joseph Campus ONLY**, khaki shorts merchandised as uniform shorts may be worn. Skorts in dark navy merchandised as uniform skorts may be worn during the months of August, September, May, and June. **St. Joseph Campus ONLY**, khaki skorts merchandised as uniform skorts may be worn during the months of August, September, October, April, May, and June.
- SOCKS:** Socks or tights must always be worn.  
Colors: *Dark navy, red or white*  
NOT ALLOWED: Fad hosiery of any type
- BELTS:** Only black or brown
- EARRINGS:** Stud or hoop earrings must be smaller than a dime and **non-dangling** in style.  
All piercing must be limited to the earlobe.

## **VACATIONS**

There is no way to duplicate the classroom experience after a child has been absent. For that reason, parents are urged not to schedule vacations when classes are in session. If a vacation during school time is unavoidable, parents **MUST NOTIFY THE SCHOOL AT LEAST TWO WEEKS PRIOR TO THE TIME THAT THE STUDENT WILL BE AWAY.**

The student and her/his parents are responsible for any work that is missed. The work is to be made up after the vacation. ***Teachers are not obligated to have work prepared ahead of time for the children whose parents plan vacation during the school term.***

## **VISITS AND CALLS**

Parents are welcome to visit school during the day, however, due to testing, field trips, or other special events, we ask that you call the school one day or more in advance of your visit. **Please report to the office upon entering the building.**

No teacher is to be disturbed during class or immediately before a class period. Teachers will be available for parent needs outside of class hours. Business of any nature between a parent and teacher should not be taken care of in school hallways or classrooms when students are present. Appointments should be made in advance.

## **VOLUNTEERS**

Volunteers are most welcome in our school. Areas of service are: Library, Room Parents, Teachers' Aides, Computer Lab, Health Room, etc. We welcome help in any of these areas or any area of "expertise" that might fit our needs. The school sends out volunteer forms at the beginning of the year. Please fill in this form. It will help us to know what areas of service interest you.

**All volunteers must be trained in *Safeguarding All God's Family* program and have a criminal background check prior to the first volunteering opportunity.** This is in compliance with the US Conference of Catholic Bishops' *Charter for Protection of Children and Youth.*