



# Parent/Student Handbook

A Destination to... **SERVE** . **LEARN** . **LOVE** . **LEAD**.... as Disciples of Christ.

1802 North Wisconsin Street | Port Washington, WI 53074  
Call: 262.284.2682 | Visit: [www.stjohn23rd.school](http://www.stjohn23rd.school)

***St. John XXIII Catholic School is accredited by the Archdiocese of Milwaukee and the Wisconsin of Religious and Independent Schools.***

*The School reserves the right to amend the handbook for just cases throughout the year with proper notice given to parents/guardians if changes are made.*

*Updated August 2023*



## ***Our History***

The city of Port Washington has had a Catholic school since the original was first established in 1853. The school was the mission of the first resident pastor, Father F.X. Sailer. For the first two years of its existence, lay men taught at the school. In 1855, the School Sisters of Notre Dame assumed the teaching until the school closed between 1857 and 1863. For the next seven years, the teaching duties were handled by the Sisters of the Dominican Motherhouse in Racine followed by the Agnesian Sisters. In 1870, the School Sisters of Notre Dame returned.

When the school was first established, the first classes were held in various buildings, including one built specifically for the school in the late 1860s at a cost of \$7,000. The present school was constructed in 1916 at a cost of \$60,000. The pastor at the time, Monsignor Peter Holfeltz, asserted that if the construction had been delayed another year, the cost would have doubled due to the war. The current St. Mary's school building has undergone a number of expansions and remodels since it was built to adapt to the changing needs of enrollment and modernization.

A second Catholic school in Port Washington was established in the mid-1960s at St. Peter's Parish. Both schools had students enrolled from 1<sup>st</sup> to 8<sup>th</sup> grade. St. Mary's offered classes from kindergarten through 10<sup>th</sup> grade. As enrollment declined in the mid-1980s, the schools combined to form Port Washington Catholic School. In the early 2000s, Immaculate Conception in Saukville also joined the Port Catholic umbrella.

More recently, St. Mary's, St. Peter of Alcantara, and Immaculate Conception formed a tri-parish cluster with the intent of eventually forming one parish. In July, 2016, this came to fruition and the three parishes merged into a single parish called St. John XXIII Catholic Parish. As part of this merger, the parish incorporated Port Catholic under its wing. The school now has the same name as the newly formed parish. Port Catholic School is now St. John XXIII Catholic School.

During the 1800s, the school worked very closely with the public school district to ensure a consistent and quality education for all children of Port Washington. Money was provided from the public school fund to support the Sisters in their effort. It was one of the last remaining unions between parochial and public schools in the country. While the monetary relationship ended around 1884, Port Catholic and the Port Washington – Saukville School District continue to have a strong relationship and commitment to provide the best learning options for all children. Currently, St. John XXIII Catholic School is a K4 site for the district.

Today, St. John XXIII has 15 dedicated instructors providing an excellent faith-based elementary and middle-school education to 189 students at one location, located at 1802 N. Wisconsin Street. St. John XXIII Catholic School functions as the parochial school option for students in northern Ozaukee County. Mission Statement  
A destination to... Serve. Learn. Love. Lead.... As Disciples of Christ.

## ***St. John XXIII Catholic School Mission Statement***

### **Serve**

- We instill a love of God by being disciples of Christ and by embracing our Catholic Identity.
- We demonstrate human dignity by bringing the beatitudes to life through our service to those in need.

### **Learn**

- We believe in fostering a love of learning within a student centered environment.
- We believe in challenging our students to their highest potential, while embracing diverse learning styles, in a working partnership with parents, students, and teachers.

### **Love**

- We value education, worship and service as a pathway to success for all.
- We value a genuine love for God, others and self.

### **Lead**

- We challenge our St. John XXIII community to be role models spiritually, intellectually, and socially in their lifelong journey while serving the greater good.
- We challenge our students to be leaders in the global society while serving the greater good.

## ***School Philosophy***

The philosophy of St. John XXIII Catholic School is based on the Christian principles of the Gospel message--to love and respect the rights of all people. It is the policy of the school that we shall not discriminate on the basis of race, color, and or national or ethnic origin in the administration of our educational policies, admission policies, financial aid, athletics, and other school programs. St. John XXIII Catholic School reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or toward the leadership of the school, or whose behavior or attitude is disruptive to the functioning of the student body.

## ***SCHOOL FACULTY /STAFF***

### **Administration**

Fr. Patrick Wendt	Pastor
Mrs. Kristi Klein	Principal

### **Early Childhood**

Ms. Sue Kennell	Child Care Assistant
Mrs. Barb Traugott	Child Care Assistant
Ms. Lisa Schmidt	Pre-3 & Child Care Director
Mrs. Sue Krier	Pre-3 Educational Assistant
Mrs. Patti Cox	Pre-3 Educational Assistant
Ms. Kaitra Becker	K4 Teacher

### **Elementary Faculty/Staff**

Mrs. Becky Schires	K4 Educational Assistant
Ms. Natasha McLaughlin	K5 Teacher
Mrs. Amy Greisch	K5 Educational Assistant
Ms. Evelyn Ciskowski	1st Grade Teacher
Mrs. Colleen Jentges	2nd Grade Teacher
Mrs. Laura Lanser	1st/2nd Grade Educational Assistant
Mrs. Laura Gallitz	3rd Grade Teacher
Mrs. Jennifer Zirbes	4th Grade Teacher

### **Middle School Faculty/Staff**

Ms. Amber Wacha	5-Homeroom, 5 & 6 ELA, 5 Social Studies
Ms. Jaden Rieck	6-Homeroom, 5 & 6 Math, K5-8 Science
Mrs. Christy Davel	7-Homeroom, 6-8 Social Studies & 5-8 Religion
Mr. Adam Chilinski	8-Homeroom, 7 & 8 Math & Science
Ms. Colleen O'Brien	7 & 8 ELA & Intervention

## **Specials Teachers**

Mrs. Amy McMullen	Dean of Student Learning
Mrs. Cindy Gibson	Art Teacher Pre-3-8
Mrs. Krystal Hayes	Spanish Teacher
Mr. Adam Zolinski	Pre-3-8 Music Teacher, 4-8 Band
Mr. Quentin Mendez	Pre-3-8 Physical Education Teacher
Mrs. Deb McAfee	Secretary/Volunteer Librarian
Ms. Emily Keller	Librarian Assistant

## **Support Staff**

Mrs. Seneca Graykowski	Administrative Assistant, AR & Choice Enrollment Coordinator
Mrs. Erin Brewster	Director of Marketing & Development
Mrs. Jennifer Burkhalter	School Counselor

## **Maintenance**

Mr. Todd Belohlav	Maintenance Supervisor
Mr. Gerry Pallo	Custodian
Mr. Bob Bergman	Custodian

# *Table of Contents*

<b>Our History</b>	<b>3</b>
<b>St. John XXIII Catholic School Mission Statement</b>	<b>4</b>
<b>School Philosophy</b>	<b>4</b>
<b>SCHOOL FACULTY /STAFF</b>	<b>5</b>
Administration	5
Early Childhood	5
Elementary Faculty/Staff	5
Middle School Faculty/Staff	5
Specials Teachers	6
Support Staff	6
Maintenance	6
<b>Accreditation</b>	<b>12</b>
<b>Admissions</b>	<b>12</b>
Registration of Existing Families for the Next School Year	12
Nondiscrimination Policy	12
Admission Requirements	13
Entrance Requirements	13
Early Admittance, K5 or 1st Grade	14
Wisconsin Parental School Choice Program	14
<b>Allergies 5141.4: Students with Food Allergies</b>	<b>16</b>
<b>Arrival/Dismissal</b>	<b>16</b>
<b>Assessment &amp; Grading Practices (Standards-Based Grading)</b>	<b>17</b>
<b>Attendance</b>	<b>18</b>
Truancy	18
Tardiness	18
Compulsory School Attendance (Archdiocesan Policy #5112)	18
Process for Excessive Tardiness and/or Unexcused Absences	19
Vacations	19
<b>Transfer Credit Policy</b>	<b>20</b>
<b>Birthday Treats/Celebration</b>	<b>20</b>
<b>Bullying/Harassment</b>	<b>20</b>
Archdiocesan Bullying Harassment Policy (#5130.1)	21
Reporting Procedure	22
<b>Carpooling</b>	<b>23</b>
<b>Cell Phones &amp; Electronic Devices</b>	<b>23</b>
Guidelines for Use of Social Media	24
Rules for Acceptable Use of Social Media:	24
<b>Cheating</b>	<b>25</b>
<b>Child Abuse Reporting</b>	<b>25</b>

<b>Class Size</b>	<b>25</b>
<b>Communicable Diseases</b>	<b>25</b>
<b>Communication</b>	<b>26</b>
Parent/Guardian & School Communications	26
Parent/Guardian Concerns	26
<b>Continuity of Instruction &amp; Learning</b>	<b>27</b>
<b>Rules for Acceptable Use of Computers &amp; Telecommunications</b>	<b>27</b>
Rules for Acceptable Use of Computers and Telecommunications	28
Personal Electronic Devices	28
Guidelines for Use of Social Media	29
Rules for Acceptable Use of Social Media	30
<b>Crisis Intervention</b>	<b>30</b>
<b>Curriculum</b>	<b>31</b>
<b>Custody Agreements</b>	<b>31</b>
<b>Discipline</b>	<b>31</b>
<b>Drug &amp; Alcohol Abuse</b>	<b>31</b>
<b>Emergencies</b>	<b>32</b>
<b>Emergency Operations Plan</b>	<b>32</b>
<b>Extracurricular Activities</b>	<b>32</b>
St. John XXIII Athletics	33
<b>Field Trips/Service Opportunities</b>	<b>33</b>
<b>Fire, Tornado &amp; Lock Down Drills</b>	<b>33</b>
<b>Grievance Procedure</b>	<b>33</b>
<b>Harassment</b>	<b>35</b>
<b>Health &amp; Safety</b>	<b>35</b>
<b>Health Education</b>	<b>35</b>
<b>Home &amp; School Association</b>	<b>35</b>
<b>Homework (Archdiocesan Policy #6154)</b>	<b>35</b>
<b>Immunizations</b>	<b>37</b>
<b>Liturgical Worship</b>	<b>37</b>
<b>Lost and Found</b>	<b>38</b>
<b>Lunch Program</b>	<b>38</b>
<b>Medications</b>	<b>38</b>
<b>Movies</b>	<b>40</b>
<b>Outreach</b>	<b>40</b>
<b>Parent Education Programs (Archdiocesan Policy #1230)</b>	<b>41</b>
<b>Parent/Teacher Conferences</b>	<b>41</b>
<b>Physical Education</b>	<b>41</b>
<b>Police Questioning and Apprehension (#5145)</b>	<b>42</b>
<b>Plagiarism</b>	<b>42</b>
<b>Promotion, Acceleration, and Retention</b>	<b>43</b>



Promotion	43
Acceleration	43
Retention	43
<b>Rights and Responsibilities of Parent (#1312)</b>	<b>44</b>
<b>Property Damage</b>	<b>45</b>
<b>Recess</b>	<b>45</b>
<b>Report Cards &amp; Progress Reports</b>	<b>46</b>
<b>Room Parents</b>	<b>46</b>
<b>Safe Environment Education (#6141.12)</b>	<b>46</b>
<b>School Advisory Committee</b>	<b>46</b>
<b>School Closing Due to Inclement Weather</b>	<b>47</b>
<b>School Lockers</b>	<b>47</b>
<b>Search and Seizure (#5145.2)</b>	<b>47</b>
Student Lockers and Desks	47
<b>School Security</b>	<b>48</b>
<b>Sexual Assaults</b>	<b>48</b>
Archdiocese Harassment Policy #5131.1	48
Reporting Procedure	49
<b>Snacks</b>	<b>50</b>
<b>Special Learning Needs</b>	<b>50</b>
Supportive Consultant	50
Special Needs Scholarship Program (SNSP)	50
Special Needs Scholarship Program (SNSP) Profile	51
<b>Special Milk Program</b>	<b>52</b>
<b>Spiritual Development</b>	<b>52</b>
<b>Student Records</b>	<b>52</b>
<b>Student Rules and Regulations</b>	<b>53</b>
Student Code of Conduct	53
Playground Rules	55
<b>Student Transfer</b>	<b>55</b>
<b>Student Welfare, Health and Safety</b>	<b>55</b>
Child Abuse & Neglect (#5140.1)	55
Mandatory Reporters	56
Procedures for Reporting	57
Report of Suspected Parish/School Employee	59
Mandatory Reporter of School Violence	61
Suicide Prevention & Awareness	62
Mandatory Reporting Responsibilities	62
<b>Testing</b>	<b>63</b>
<b>Tuition</b>	<b>63</b>
Incidental Charges	63

Late Payment	63
Tuition Refunds	63
<b>Dress Code / Uniforms</b>	<b>64</b>
General Rules	64
Violations to the Dress Code	65
<b>Volunteers</b>	<b>67</b>
<b>Vandalism</b>	<b>67</b>
<b>Weapons-Free Zone</b>	<b>67</b>
<b>Wellness Policy</b>	<b>67</b>
Water	68
Hot Lunch Meal Accommodations	68
Physical Activity	68
Physical Education	69
Recess	69
After School Activities	69
<b>Wrap-Around Care</b>	<b>69</b>
<b>Appendix</b>	<b>70</b>
• Bullying & Harassment (Appendix A)	70
• Character Strong (Appendix B)	70
• Technology Acceptable Use Policy - Milwaukee Archdiocese/St. John XXIII Catholic School (Appendix C)	70
• Student Computer Network Responsibilities (Appendix D)	70
• Dismissal and Drop-Off Procedures (Appendix E)	70
• Discipline Philosophy, Policies, Procedures (Archdiocesan Policy) & Disciple Forms (Appendix F)	70
• Criminal Background Checks for Volunteers who are Minors (Appendix G)	70
• Asbestos Management Letter (Appendix H)	70
Appendix A	71
Bullying and Harassment	71
<b>Appendix B</b>	<b>78</b>
Character Strong	78
<b>Appendix C</b>	<b>81</b>
Acceptable Use Policy For the Use of Computers and Telecommunications for the Archdiocese of Milwaukee	81
<b>Appendix D</b>	<b>82</b>
Student Computer Network Responsibilities	82
(As recommended by the Archdiocese of Milwaukee)	82
<b>Appendix E</b>	<b>84</b>
Dismissal and Drop-off Procedure	84
<b>Appendix F</b>	<b>85</b>
Discipline Philosophy, Policies, Procedures	85
<b>Appendix G</b>	<b>91</b>
	10

Criminal Background Check	91
<b>Appendix H</b>	<b>92</b>
Availability of Asbestos Management Plan	92

## **Accreditation**

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

## **Admissions**

St. John XXIII Catholic School admits Pre-3-8th grade children from St. John XXIII Parish as well as non-parishioners. Children who are parishioners will be given priority for enrollment. With regard to enrollment, we do not discriminate against any child on the basis of race, color, sex, national origin, or ancestry. St. John XXIII Catholic School follows state guidelines regarding age in all enrollment matters.

In admitting students to our school, the order of priority is given as follows:

- Children of St. John XXIII parishioner families with pupils currently in our school
- Children of parishioners of St. John XXIII
- Children of non-parish families

All proper paperwork, including proof of parish membership (to receive parish tuition rates), must be on file in the office prior to admission.

## **Registration of Existing Families for the Next School Year**

Current school families will automatically be enrolled into the following school year. New families may then register their children for the next school year typically in February. Completed registration papers, including appropriate registration fees and deposits, are processed in the order in which they are received. Non-parish families, currently in the school, will also receive a registration packet to enroll their non-parish children. However, parishioners have priority in registration until a date set by the school.

## **Nondiscrimination Policy**

The philosophy of St. John XXIII Catholic School is based on the Christian principles of the Gospel message--to love and respect the rights of all people. It is the policy of the school that we shall not discriminate on the basis of race, color, and or national or ethnic origin in the administration of our educational policies, admission policies, financial aid, athletics, and other school programs. St. John XXIII Catholic School reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or toward the leadership of the school, or whose behavior or attitude is disruptive to the functioning of the student body.

## **Admission Requirements**

The following actions are required before the student enters St. John XXIII Catholic School:

1. Registration forms are completed
  - a. New Family Profile
  - b. New Student Profile
2. Tuition contract is signed, along with a \$200 non-refundable registration fee
3. Previous school records have been transferred.

*Tuition Rates are discounted for Parishioners.*

Certain restrictions may apply for students interested in enrolling into our school at the middle school level. It is our right to test the student prior to admittance and interview them before enrollment is considered at this level.

All students are on probation during their first year of attendance at St. John XXIII Catholic School. During this year, the school shall determine whether or not it can meet the needs of the individual student.

If a student decides not to continue at St. John XXIII Catholic School, the new school must contact SJ23 to request student records. Student records will be sent via email or hand delivered to the new school. Records are not given to students and/or their family to deliver to the new school. The final decision on admissions is at the discretion of the principal and is not subject to appeal to the School Advisory Committee.

## **Entrance Requirements**

1. Students entering the Pre-3 and K4 programs at St. John XXIII Catholic School must be three or four years of age respectively by September 1 of the year enrolled. Pre-3 students may enter after September 1 once they turn 3 years old, however they will then be required to repeat Pre-3 the following school year.. Students entering Kindergarten must be five years of age by September 1 of the year enrolled.
2. Students (K5- Grade 8) transferring from other schools will be admitted on the basis of their previous transcript of records, total school performance and in conjunction with the St. John XXIII Catholic School admission policy.\*
3. Parents/Guardians of prospective students will meet with the principal to discuss enrollment into St. John XXIII Catholic School. At this time, student needs, school policies, student handbook and registration fees\* and tuition\* will be shared and discussed with parents/guardians.
4. Testing of students' academic skills, particularly in math and reading, are conducted by St. John XXIII Catholic School staff, in order to ensure a suitable and successful grade placement.
5. All applications for enrollment must be signed by parents or legal guardians.

*\*Not applicable to Choice families.*

## Early Admittance, K5 or 1st Grade

Only parents with children whose birthdays fall between December 1st and September 1st of the upcoming school year may apply for early admission. \*Not applicable to Wisconsin Parental School Choice Students.

In Catholic schools, children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

*The procedures for admission of underage children are as follows:*

- The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
- The principal informs the parent of the acceptance or denial of enrollment decisions.
- Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situations, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

## Wisconsin Parental School Choice Program

### 1. Admittance

Eligibility requirements to participate in the Wisconsin Parent School Choice Program (WPCP): For the 2023-2024 school year, the family income of a student new to a Choice Program must be at or below the amount listed on the website below. WPCP income limits are subject to change each year and will be posted as they become available. All students must apply each year at [dpi.wi.gov/choice](https://dpi.wi.gov/choice). If a student is continuing in any of the Choice Programs or was on the Choice waiting list for the same Choice Program in the prior year, he or she does not need to meet the income limits. Family income includes the income of the student's parent(s)/legal guardian(s) that reside in the same household as the student applicant. If the student's parents/legal guardians that reside in the same household are married, their income is reduced by \$7,000 when determining income eligibility for the program (i.e. married family income minus \$7,000). For example, if a family of four with parents that are married has an income of \$60,000, subtract \$7,000 from their income and compare that amount (\$53,000) to the income limit for a family of four in the appropriate table below. Family size includes parents/legal guardians and their children by birth, marriage or adoption that reside in the same household as the student applicant. [WPCP Annual income Limits](https://dpi.wi.gov/parent-education-options/choice-programshere) vary each year and can be found at: <https://dpi.wi.gov/parent-education-options/choice-programshere>.

*\*As determined by the Adjusted Gross Income (AGI) on the federal income tax return for the prior calendar year (2022 for the 2023-2024 school year).*

## **2. Applications:**

- During the open application period, February 1st-April 20th, parents can complete the Choice Application online and must submit income documentation and residency documentation to the school.
- Applications must be filled out online at [dpi.wi.gov/choice](http://dpi.wi.gov/choice)
- Families must meet income and residency requirements in order to qualify for the program.

## **3. Acceptance/Rejection:**

- The Choice Administrator is responsible for reviewing, accepting, and rejecting Choice Applications.
- Applications will be accepted in the order they are received.
- Applications are accepted once all income and residency documentation has been confirmed.
  - If inadequate documentation is received, the principal will contact the family to ask for correct documentation. The only documentation that will be accepted outside the open application period will be documentation that has been requested by the administration.
- If the number of applications received during the open application period exceeds the number of open seats available by grade, or number permitted by state law, a random drawing will be held to determine which applications are accepted.
  - Preference will be given to:
    - Students continuing in any Choice Program and their siblings
    - Siblings accepted into the Choice Program.
- The random selection will be conducted by The Department of public Instruction.

## **4. Parent Notification of Acceptance/Nonacceptance:**

- The school will notify each applicant who is not eligible for the Choice Program.
- The Department of Public Instruction will notify eligible applicants if they receive a seat or are on the waiting list.
- Notifications from DPI will not begin until June and updates to the waiting list may continue into the summer through January.

## **5. Appeals Process:**

The steps below outline the approved method for any St. John XXIII Catholic School WPCP applicant to appeal a rejection application. An application may only be rejected because the applicant has not met the necessary income or residency requirements, prior enrollment, or applicable age requirement of the WPCP.

- Step 1: The parent(s)/guardian(s) should contact the principal to inquire as to why the application was rejected.
- Step 2: If the parent(s)/guardian is/are not satisfied with the information received in Step 1, they have five working days from the date of receipt of their rejection notices to request an appeal.

This appeal request must be made in writing. In the appeal, the parent(s)/guardian(s) must prove that the information and documentation submitted for the applicant during the open application period has been incorrectly used to deny the applicant based on income or residency. No new information or documentation will be considered in the appeal except that which was submitted during the open application period. Denial due to losing a random selection lottery cannot be appealed. The School Advisory Council, Pastor/Parish Directory, and Directory of Administration will determine the appropriate action needed to resolve the conflict if an error by SJ23 staff has been proven.

**6. Documentation/Confidentiality:**

All income and residency documentation will be kept in separate files in the Principal's locked office in a locked filing cabinet with student records.

### ***Allergies 5141.4: Students with Food Allergies***

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.

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

### ***Arrival/Dismissal***

The first bell signaling the start of the school day is at 8:20 am. Announcements begin promptly at 8:28 am. Students may enter the school at 8:15 am. All students who arrive after 8:25 am must enter school through the office doors and check in with the school secretary. Morning supervision is provided beginning at 8:10 am. No student may be dropped off before 8:10 am unless that student has been registered for Wrap-Around Care. If a bus arrives early, the driver will park and let the students off at 8:10 am.

Under certain weather conditions (i.e. rain or extreme cold) students will gather and be supervised in the halls at 8:10 am.

Students are dismissed at 3:30 pm. Children not picked up by 3:40 pm will be escorted to Wrap-Around Care. Parents will be responsible for payment at that time. If a student must



leave before dismissal time, a written request, phone call, or email must be sent to the school office in the morning of the dismissal. The time and reason should be included. The student will remain in the classroom until the teacher is notified by the school office to release the student. The parent/guardian/authorized person must report to the office for the child to be released.

## ***Assessment & Grading Practices (Standards-Based Grading)***

Grading of students' performance is based on a combination of formative and summative assessments. Grades are standards-based and reflect what students know and are able to do.

### **Archdiocesan Proficiency Scale (Grades K-3)**

<b>3</b> <i>Proficient</i>	<ul style="list-style-type: none"> <li>● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>● Student can complete assigned tasks independently</li> </ul>
<b>2</b> <i>Developing</i>	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards</li> <li>● Student can sometimes complete learning activities without assistance.</li> </ul>
<b>1</b> <i>Emerging</i>	<ul style="list-style-type: none"> <li>● Student needs more time to develop understanding of grade level standards.</li> <li>● Student can complete learning activities with assistance.</li> <li>● Not enough evidence</li> </ul>

### **Archdiocesan Proficiency Scale (Grades 4-8)**

<b>4</b> <i>Advanced</i>	<ul style="list-style-type: none"> <li>● Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>● Student can independently complete self-directed studies.</li> </ul>
<b>3</b> <i>Proficient</i>	<ul style="list-style-type: none"> <li>● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>● Student can complete assigned tasks independently</li> </ul>
<b>2</b> <i>Developing</i>	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards</li> <li>● Student can sometimes complete learning activities without assistance.</li> </ul>
<b>1</b> <i>Emerging</i>	<ul style="list-style-type: none"> <li>● Student needs more time to develop understanding of grade level standards.</li> <li>● Student can complete learning activities with assistance.</li> <li>● Not enough evidence</li> </ul>

## **Attendance**

Regular attendance is essential to success in school. There is no substitute for actual daily participation in class. In the case of a student absence, the student's parent/guardian is required to call the school office one half hour before school begins.

Please call the school each morning of illness or injury to report the student's condition. Please state the reason for the absence, especially if it is due to a communicable disease.

1. Students who are absent from school due to illness or another reason are not to participate in a sports practice or game on that same day. (The principal may, if circumstances warrant, waive the above requirement.)
2. Students who are absent from school due to illness or another reason may not attend school sponsored after school extracurricular activities. (The principal may, if circumstances warrant, waive the above requirement.)
3. Students who are absent or tardy are required to make up any missed work provided by their teacher.

## **Truancy**

Truancy means any absence of one or more days from school during which the school administrator or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Cases of suspect truancy will be reported to the proper local officials.

## **Tardiness**

Students who are not in their classrooms at 8:20 am are considered tardy and should report to the school office. Tardiness is recorded on school attendance records. Exceptions will be made for sufficient cause (i.e. a late bus). A tardy becomes a half day absence when a student does not come to school before the lunch hour and a full day absence when a student comes to school after 1pm. (The principal may, if circumstances warrant, excuse the tardy.)

## **Compulsory School Attendance (Archdiocesan Policy #5112)**

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child

to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age. Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Excused absences include: personal illness (medical verification may be required); family emergencies or crises; attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed, 10 days of vacation per year.

Unexcused (truant) absences include: working, babysitting, car trouble, oversleeping, running late, or missing the bus.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

### **Process for Excessive Tardiness and/or Unexcused Absences**

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

- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

### **Vacations**

St. John XXIII Catholic School believes family vacations can be a wonderful learning/sharing time for families. However, it is most beneficial to the student when vacations can be planned during non-school days. Parents should fill out a Vacation Request Form for their child (found on SchoolSpeak or the school office). The teacher(s) will gather the homework missed during the student's absence from school. It will be given to him/her prior to their vacation. St. John XXIII Catholic School strongly urges families to avoid planning a vacation during Standardized Testing Days. Research shows students perform better when taking tests with their classmates. (Please see the academic calendar for current test dates.)

Vacations are considered an excused absence for up to 10 school days per year. After this, all vacation absences are considered unexcused absences. It is the responsibility of the

parent/guardian to notify the school at least 4 school days in advance of the vacation. In the event a student will be absent for more than 10 vacation days, approval by the principal is required.

## ***Transfer Credit Policy***

St. John XXIII Catholic School does not award “credits” because it is an elementary school. Prospective transfers wishing to enroll under the Wisconsin Parental Choice Program (WPCP) must complete the WPCP application process during the open enrollment period to determine eligibility.

Any students wishing to transfer to St. John XXIII Catholic School from another school for any grade level must complete the standard admission process above.

## ***Birthday Treats/Celebration***

Birthdays are important for our students and it is good for them to fully enjoy their day. Please make sure the teacher is notified prior to bringing in treats. Please prepare food that is small and easy enough for the student to distribute him/herself. The treat should only take up to fifteen minutes to prepare, distribute, and consume. Please be sure to include plates, napkins, plastic utensils, and /or cups if the birthday treat requires any of these for serving. Please keep in mind there are several students and faculty members with food allergies when planning treats. Please review our school wellness policy.

## ***Bullying/Harassment***

St. John XXIII Catholic School students are expected to do their part to create an atmosphere of mutual respect and concern for one another-an atmosphere that does not accept, condone, or encourage bullying, intimidation, or harassment.

Harassment can be a single incident or a pattern of behavior, whose 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:

1. Bullying, physical abuse, or mental abuse
2. Words, gestures, or actions that threaten physical harm
3. Derogatory comments based on appearance, gender, disabilities, or racial/ethnic heritage
4. Inappropriate gestures, touching, or grabbing
5. Sexual jokes, comments, or advances
6. Displays of sexually explicit or offensive materials
7. Teasing a person in a hurtful way
8. Spreading rumors about an individual
9. Any other behavior school officials consider to be harassment

*The consequences of bullying include:*

1. Bullying behavior will be addressed immediately; bullying complaints may be presented verbally or in written form.
2. Following procedure, school staff members will gather information, review the situation, and determine the necessary consequences.
3. Disciplinary actions may include verbal reprimand, notification and/or meeting with parents, detention, potential suspension from school and/or athletic activities, possible expulsion from school, and/or involvement of the police.

St. John XXIII Catholic School forbids retaliation against anyone for reporting harassment or otherwise assisting in the investigation of a harassment complaint.

*Students of SJ23 will follow specific procedures to prevent bullying:*

1. Treat others respectfully.
2. Refuse to bully others.
3. Take a stand and refuse to let individuals be bullied.
4. Refrain from observing, laughing, or joining in a situation when another student is being bullied.
5. Make an effort to include everyone in play, especially those who are frequently left out in daily activities.
6. Act responsibly and report any episodes of bullying to an adult.
7. Live and act in a Christian manner that is in accordance with the school's mission.

### **Archdiocesan Bullying Harassment Policy (#5130.1)**

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 Coordinator of Safeguarding All of God's Family.

## ***Carpooling***

The school is not responsible for setting up carpooling, nor does it assume any responsibility/liability for the drivers used in carpools.

## ***Cell Phones & Electronic Devices***

An 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. No personal devices allowed during the school day; including but not limited to: cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

*It is the user's responsibility to:*

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

*Unauthorized use of electronic devices includes but is not limited to the following:*

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

*The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:*

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The parish/school will not be held liable for any lost, stolen, or damaged personal devices.

- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.

## **Guidelines for Use of Social Media**

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.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

## **Rules for Acceptable Use of Social Media:**

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and regularly monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the Social Media & Digital Communications Policy.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of social media is final.



## **Cheating**

Students in all grades are expected to complete their own work at all times. This includes projects and long-term assignments.

If a student is found cheating, he/she will receive a consequence for their actions as determined by the teacher and/or principal.

*Some examples of cheating include:*

1. Copying another student's work
2. Plagiarism
3. Using cheat notes
4. Turning in work completed by anyone other than the student

## **Child Abuse Reporting**

Administrators, teachers, and school staff are required by law to report any suspected child abuse to the proper authorities. We are mandatory reporters. Our procedure is to call the county social services. Social Services handle the matter from that point.

## **Class Size**

*Pupil/Staff Ratio*

<b>Grade of Children</b>	<b>Minimum Number of Teachers to Children</b>	<b>Maximum Number of Children in Group</b>
<b>Pre-3</b>	1:10	<i>*Depends on daily schedule</i>
<b>K4</b>	1:12	*24
<b>K5</b>	1:12	*24
<b>1st-3rd</b>	1:24	24
<b>4th-8th</b>	1:24	323

*\*When eight or fewer children are present, there shall be a second adult available within 5 minutes for emergencies.*

Enrollment ratios represent ideal class size. An exception may be made to expand or reduce ratios above in all grades at the discretion of the Pastor and/or Principal.

## **Communicable Diseases**

If a student is suspected by school personnel of having a communicable disease, he/she will be removed from the classroom, and the parent will be notified. When certain more serious

communicable diseases present themselves in a student, the local health officials may be notified.

Parents/Guardians: If your student has a fever, diarrhea, has been vomiting, or you suspect he/she may have a communicable disease, please do not send the student to school in the morning.

If a student is home due to a communicable disease (chicken pox, strep throat, head lice, H1N1 virus, Covid, etc.) the parent/guardian will notify the school immediately. The school frequently notifies parents of other children in the class when a communicable disease exposure has happened so they can watch for symptoms in their own child. This helps control the spread of these diseases. Student confidentiality will be maintained.

Returning after an absence: The student may return to school when he/she has no fever, vomiting, diarrhea for 24 hours; prescribed medication has been taken for 24 hours (strep throat, pink eye...); or he/she provides evidence that treatment has been started for communicable conditions (head lice, ringworm...)

Head lice: Hair must be free of all nits and live lice. If a child returns to school and is found to still have nits and/or lice, the child will be sent back home again.

Students who are absent from school due to illness may not participate in school-related or school-directed sports and/or activities on the day(s) of absence.

## **Communication**

A weekly Phoenix Times will be sent home electronically with important school information. It is the parents'/guardians' responsibility to read those news notes in order to be up to date with important communication regarding school events. Classroom teachers will send home information on a regular basis using a delivery system developed by each teacher. Parents/Guardians are encouraged to contact their student's classroom teacher if they need further information regarding their child or classroom policies.

## **Parent/Guardian & School Communications**

It is important to notify the school of any changes regarding marital status, custody, address, work, phone and email changes so they can be updated on the emergency contact form. In addition, if any major illness, hospitalizations, deaths, changes in family composition, etc., occur please notify your student's teacher and the school office. These matters often affect children and their learning.

## **Parent/Guardian Concerns**

Parents/Guardians with a concern are encouraged to first contact their student's teacher via school email or phone. **Do not call or text teachers at home.** Teachers have been advised

not to take parents' calls or texts at home. Parents/Guardians wishing to discuss concerns or student progress may do so by sending a note, email, or leaving a message with the student's teacher.

*Appropriate channels of communication, as suggested by the Archdiocese, are as follows:*

- 1st Level: Parent/Guardian and teacher meet (at either's request)
- 2nd Level: Parent/Guardian, teacher, and principal meet
- 3rd Level: Parent/Guardian, teacher, principal, and pastor meet.

When these steps do not result in resolution, the matter moves to a formal grievance procedure as outlined by the Archdiocese, which can be found in the Archdiocese Parish and School Policy Manual.

## ***Continuity of Instruction & Learning***

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. In the event there is a disruption to learning due to prolonged school closure created by fire, natural or human-made disasters, weather events, facilities inaccessibility, conflict, public health emergency, ect..., the school reserves a maximum of 48 hours to procure and communicate a plan related to continuation of instruction for our students.

## ***Rules for Acceptable Use of Computers & Telecommunications***

Any person wishing to use the school's computers and/or telecommunications equipment is required to sign an Acceptable Use Policy before using such equipment.

### **6161.2: Acceptable Use of Technology**

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use of parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

## Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and the 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 prohibited:***
  - Sending or displaying offensive messages or pictures.
  - Using obscene language.
  - Threatening, 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 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.

### Personal Electronic Devices

A personal electronic communication device means any device a student is in possession of that electronically communicates, sends, receives, stores, reproduces, or displays voice, image, and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a

person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

*It is the user's responsibility to:*

1. View internet sites that are allowed at the parish/school
2. Respect the privacy rights of others
3. 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
4. Make sure no unauthorized copyrighted materials enter the network
5. Ensure 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:*

1. 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
2. Any files known to carry harmful malware
3. Use of a 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. Unauthorized use may result in disciplinary action.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. *Student users understand:*

1. The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
2. The parish/school will not be held liable for any lost, stolen, or damaged personal devices.
3. The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.

## **Guidelines for Use of Social Media**

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.

The school reserves the right to establish online accounts for students under the age of thirteen (13) for educational use with proper parent consent to be in compliance with the Federal Child Online Privacy Protection Act (COPPA) regulations.

### **Rules for Acceptable Use of Social Media**

1. Parents must be made aware, in writing, of the parish's/school's intended use of a social networking site. Parents must be invited to have access to this site.
2. Students should not initiate a request to staff to join a social network being used for personal purposes.
3. The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
4. Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site will be deleted immediately.
5. Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of social media is final.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

### ***Crisis Intervention***

In the event of an injury or illness to a teacher, student, or other person in the building, the principal is responsible for making all decisions regarding procedures to be followed. In the event the principal is absent or impaired, the school secretary shall assume supervision of the situation. If both the principal and the school secretary are absent or impaired, responsibility will be passed to the teacher with highest seniority.

In emergency situations, if time permits, the person designated on the individual's emergency card will be contacted, to be informed, and decide how to respond. If, however, in the judgment of the individual in charge, the situation requires immediate action, the school may choose to call first responders and/or local law enforcement prior to contacting the individual designated on the emergency card.

## **Curriculum**

The curriculum at SJ23 was developed by the Archdiocese of Milwaukee. It is a Standards Based Curriculum with specific exit expectations at each grade level in all curriculum areas. It is continuously updated, provides progressive sequencing of learning, and a variety of curricular experiences. You may view the standards set by the Archdiocese of Milwaukee by going online to [www.archmil.org](http://www.archmil.org). Click the “Schools & Formation” tab, the “About Catholic Schools” tab, and click on the “Curriculum” tab.

## **Custody Agreements**

In families where a custody agreement exists which affects the rights of parents regarding school issues, such as attendance and dismissal, a copy of the custody agreement must be on file in the school office. School officials may not make decisions regarding students based solely on parental verbal instructions.

St. John XXIII Catholic School shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- 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), copies of the student progress reports shall be issued 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).

## **Discipline**

*See Discipline Philosophy, Policies, Procedures (Appendix F)*

## **Drug & Alcohol Abuse**

A systematic educational program exists at St. John XXIII Catholic School to educate students to the dangers of drug and alcohol abuse. Students are also educated as to the hazards of smoking and other harmful substances. Drugs, alcohol, tobacco products, and other harmful substances are prohibited on the SJ23 campus, on the buses, in vehicles, or on the premises of any off-campus school-related activity.

Local, state, and federal laws regarding the possession, sale, and/or use of any of the above substances will be enforced by school officials. Should a student be suspected of alcohol or drug usage, parents/guardians will be notified by the school and made aware of public and private agencies for referral.

## ***Emergencies***

Emergency contact information is logged in our School Information System (SIS), School Speak. Parents/Guardians are advised to make it a regular practice to tell their child/children where they will be each day. When a student becomes ill at school, parents/guardians will be notified if it is necessary for the student to go home. It is important to designate emergency contacts, the name of a relative or neighbor to take over in case of a crucial emergency situation in which the parents/guardians cannot be reached. It is the parents'/guardians' responsibility to notify the school as soon as possible regarding any changes to their emergency contacts.

## ***Emergency Operations Plan***

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the parish/school community, a subgroup of the parish/school community, or the whole parish/school community. Emergency Operations Plans are confidential in nature and identify potential emergency events and action plans involving policies and procedures to keep all members of a parish/school community safe and secure.

St. John XXIII Catholic School is required to comply with Wisconsin Act 143 and submit proof of an Emergency Operations Plan to the Department of Justice annually by January 1. The Office for Schools shall complete a review of a school's Emergency Operations Plan at least once every three years.

## ***Extracurricular Activities***

Extracurricular activities are offered in both the academic and athletic areas. Activities offered vary from year to year. Students are invited to participate in the programs of interest to them. Programs may include but are not limited to the following: Chess Club, 3D Printing Club, Construction Club, Baking Club, etc.

Information regarding activities and athletics available at SJ23 can be obtained by calling the school office. Students absent or sent home on a day of an extracurricular activity may not come back to school and attend that activity unless direct permission is given by the principal.



## **St. John XXIII Athletics**

If your child participates in athletics, please see the St. John XXIII Athletic Handbook located online.

## ***Field Trips/Service Opportunities***

A field trip is an extension of classroom activity and is used to assist in the teaching and learning process. Field trips must have a clear educational purpose and link to specific standards. Parents/Guardians are notified when a trip is scheduled and may be asked to chaperone. All students will be given permission slips to participate on field trips. These slips must be signed by the student's parent/guardian in order for the student to participate. If a signed permission slip is not on file the day of the field trip, the student must stay at the school. Field trips are a privilege; therefore, teachers and the principal reserve the right to exclude any student from attending due to inappropriate behavior. Students not attending field trips will be supervised in the school office.

Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director and the principal. All funds raised must pass through the parish/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. In the event that the field trip is canceled for any reason, all funds raised are the parish/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.

## ***Fire, Tornado & Lock Down Drills***

State law requires the school to hold monthly fire drills and to submit a report of these to designated authorities. Tornado drills will be conducted twice a year. Lock downs drills will be conducted twice a year.

## ***Grievance Procedure***

### **1312.1: Parent/Student Complaints Concerning Parish/School Personnel**

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

In order to best serve SJPS students and families, every attempt is made to informally resolve problems brought to the attention of the employee with whom there is an issue. If a

parent/guardian is not satisfied with how an issue has been resolved, then the next step is to contact the principal. If a parent/guardian is still not satisfied with how an issue has been resolved, the next step is to contact the pastor/parish director. However, parents/guardians who are not satisfied that an issue has been resolved need to follow Archdiocesan procedure in filing a formal grievance. St. John XXIII Catholic School will comply with the Archdiocesan grievance procedure 4135.4. Please also refer to Teacher Contact/Grievance Policy.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

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

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employees. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president with written documentation of the unresolved concern and the steps already taken.

The pastor/president may attempt to resolve the situation in one of the following ways:

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

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

The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

## ***Harassment***

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. St. John XXIII Catholic School follows Archdiocesan policy 5131.1 regarding harassment. This archdiocesan policy can be found in the appendix. Please refer to the section on bullying.

## ***Health & Safety***

St. John XXIII Catholic School follows the state, county, and municipal laws regarding proper building and sanitation codes within the school buildings. Anything identified as a health or safety hazard, either in the buildings or on the grounds, is stored and used according to code or will be removed. St. John XXIII Catholic School is a smoke-free environment.

## ***Health Education***

Health Education units of study may include topics such as: Nutrition, Growth and Development, Drug Safety, First-Aid, Mental and Emotional Health, Family and Social Health, Personal Health and Physical Activity, Violence and Injury Prevention, Alcohol, Tobacco and other Drug Awareness, Communicable and Chronic Diseases, Consumer and Community Health, and Environmental Health. Health Education is taught as a separate course in grades 6-8 and integrated into the curriculum in grades K3-5.

## ***Home & School Association***

All parents/guardians are members of the SJ23 Home & School Association. The Home & School Association actively supports the school program through fund-raising, volunteering, sponsoring special events, and supporting the school staff. All parents are asked to volunteer through active participation in H&S functions.\*

*\*Not applicable to Choice families*

## ***Homework (Archdiocesan Policy #6154)***

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class, or that requires individual work in study hall, the classroom, or at home.

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them; to prepare students for new content; and/or to have them elaborate on content that has been introduced. In most cases, homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.igious

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments that encourage students to investigate for themselves and to work independently as well as with others. Teachers will establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth.

*Homework, properly planned and purposeful in nature, should:*

1. Support growth toward identified standards and learning targets.
2. Support individual learning needs.
3. Be designed to check for understanding and provide feedback to foster growth.
4. Generally not be graded, but used to inform instruction and assessment.

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.

*The following should guide teachers in the use of homework:*

1. The amount of homework assigned to students should be different from elementary to middle school to high school.

<b><u>Level</u></b>	<b><u>Maximum Time</u></b>
K (optional)	10 minutes
Primary	30 minutes
Upper Elementary	60 minutes
Middle School	90 minutes
Secondary	150 minute

2. Students should not be required to exceed the maximum amount of time for their developmental level.
3. Parent involvement in homework should be kept at a minimum.
4. The purpose of homework should be identified and articulated.

Homework is the responsibility of the student. As an extension of the classroom lesson, homework is used for the reinforcement of facts, application of what has been learned, preparation for the next day's lesson, and enrichment.

*Homework helps the student to:*

1. Learn to work independently and become self-reliant.
2. Think, plan, organize, and apply.
3. Extend proficiency in effective habits and skills.
4. Increase knowledge and its use.
5. Develop insights and stimulate creativity.
6. Adjust to individual differences.

A time for study should be set aside each night that is free from television and other distractions. *If a student reports that he/she has no homework, consider:*

1. Reading: A continuous assignment for everyone, including books or encyclopedias with information related to what is being studied, magazines, newspapers, or a book chosen for enjoyment.
2. Reviewing: Class notes, mathematical processes, grammar usage, spelling.
3. Research: Science, social studies, or other long-term projects that have been assigned.
4. Talking: Review the events of the day with the student.

St. John XXIII Catholic School greatly appreciates the support of parents/guardians in ensuring that their student completes homework on time and that the work reflects the ability of the student. Since all students do not work at the same speed, some may find it impossible to complete all class assignments within a school day. In such cases, this work should be completed at home. Enriching activities inspired by a unit of work at school, independent reading, or practice to perfect a skill are valuable and students are encouraged to undertake these at home.

*Consider the following:*

1. Provide the student with a suitable study area.
2. Encourage the student, but avoid undue pressure. The student must feel he/she is working for himself/herself and for his/her own improvement.
3. Help the student understand incomplete assignments affect his/her grade in that particular subject.
4. Show interest in the student's work, but do not do the work for him/her.
5. Attention spans vary, so study periods must fit the individual.

If a student appears to have too much or too little homework, the parent/guardian should consult with the teacher(s). Per Archdiocesan policy, homework is not to be used as a form of punishment under any circumstance.

## ***Immunizations***

Any student admitted to a Wisconsin school must meet the minimum immunization requirements according to Wisconsin State statute 140.05(16). A copy of each student's immunization records will be kept on file in the school office. Parents should notify school officials when new immunizations and/or booster shots are given.

## ***Liturgical Worship***

Students in grades K5-8 attend Mass every Tuesday, as well as Holy Days, etc. K4 students attend Mass once a month. Our Director of Liturgy and Religious Education Coordinators involve the children in actively planning and participating in the liturgy.

## ***Lost and Found***

***Please label all clothing and materials.*** Unlabeled articles of clothing and school supplies will be taken to the lost and found located outside the main office doors. At the end of the school year, unclaimed articles will be donated to a local charity.

## ***Lunch Program***

*(Please review our school wellness policy)*

Students have the choice of purchasing lunch from through the Wholesome Food website/app or bringing lunch from home. Hot lunch is served on Monday/Wednesday/Friday unless otherwise stated in the school newsletter.

Milk charges will be billed to your incidental FACTS account at the end of each month. Families may add milk money credits into their FACTS account. Students with remaining credits at the end of the school year may request a refund or roll it over to the following school year. Students who leave or graduate from the school with a milk credit greater than \$5.00 will be issued a refund only if requested. If you do not request a refund your balance will be put into a milk fund to help cover the debts of those in need. Please call the school office if you would like a refund.

## ***Medications***

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
- ***A written statement from the prescribing physician which:***
  - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
  - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- ***A written statement from the parent/legal guardian:***
  - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
  - Authorizing school personnel to contact the physician directly.

1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication, but are highly recommended. 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.
  - 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.
  - 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.
  - 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.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. 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.

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 trained school staff/ volunteers. 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. The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. 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 Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
  - School personnel are asked to report any unusual behavior of students on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopeia and National Formulary or the official homeopathic pharmacopeia.

## **Movies**

All commercial movies/videos shown to students must be rated “G”, “general audience”, and previewed by the teacher. Movies/videos must be related to the curriculum and their viewing must incorporate a discussion on the connection to the lesson/subject being taught. Movies/videos may not be used as “time fillers” or for rainy days unless the previous relationship to the curriculum is observed. The only exception is for classroom incentive parties, which should occur only occasionally.

*If a teacher needs to show a movie not rated “G” the following must be observed:*

1. “PG” - Needs written parent/guardian approval and must have been previewed by the teacher (for students below grade 5)
2. “PG 13” - Shown to Grades 6, 7 and 8 only with principal and parent/guardian approval and must have been previewed by the teacher
3. “R” - WILL NEVER BE SHOWN

## **Outreach**

Our school mission statement calls us to a commitment of service. Outreach to those around us is ongoing and critical to the spiritual and moral development of our students. The students at SJ23 will have many opportunities to serve the school, local community, and beyond. Each family will need to discern the extent to which they can respond to the outreach opportunities.



Each time we gather for Mass an offering of food, money, or supplies will be collected. Each month St. John XXIII Catholic School sponsors a different outreach program.

## ***Parent Education Programs (Archdiocesan Policy #1230)***

Parishes and schools partner with parents and assist them in their role as primary educators of their children in faith. Therefore, a program for the on-going education of parents whose children are involved in child/youth programs should be offered in all parishes and schools. Where appropriate, the larger parish community should be included in these programs.

Parent skill programs should be provided collaboratively with appropriate agencies to improve the quality of family life and enhance learning. Such programs might focus on parenting skills, communication, discipline, family rituals, stress management, etc.

Parent programs should also develop faith and values, including Catholic beliefs, sacraments, morality, Christian service, social justice, spirituality, and prayer. The pastor/school administrators should ensure that these programs are provided as companion pieces to child/youth programs. This includes ensuring adequate budgeting, publicity, local policy support, and collaboration with other organizations.

St. John XXIII Catholic School offers Parent Education through all school email communications, handouts, classroom teacher news notes, and afterschool speakers and programs offered throughout the school year. Parents are encouraged to read these communications and attend any speakers/programs offered throughout the school year.

## ***Parent/Teacher Conferences***

Conferences are held during the first and second school trimesters. The conferences during the first trimester are required for all parents/guardians.

Individual conferences may be set up by appointment whenever the parent/guardian or teacher feels it is necessary to discuss the student's progress at school. Teachers may request the student attend the conference on an "as needed" basis. Dates for conferences are listed in the school calendar given to each family at the beginning of the year.

## ***Physical Education***

Parents/Guardians who do not want their student to participate in Physical Education due to illness or accident must request this exemption in writing. Such requests will be honored for a maximum of one week. Requests for exemptions of more than a week must be accompanied by a doctor's statement indicating such an exemption is necessary.

## ***Police Questioning and Apprehension (#5145)***

Law enforcement officers or social service providers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school. A law enforcement officer has the right to question a student, even without a warrant.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. The administrator is not the legal representative of the student and could in fact be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation in this matter.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by social service agents of the courts.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

## ***Plagiarism***

Plagiarism is “to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source” and/or “to commit literary theft; to present as new and original an idea or product derived from an existing source” (Merriam-Webster’s Dictionary, 2019). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. John XXIII Catholic School. Any partial or complete act of plagiarism found in a student’s assignment will result in a redo of that assignment and/or a reduction of the grade on that assignment.

Students who wish to use direct quotes or paraphrase another’s ideas, images, or writings—whether in books, reference materials, or from a computer—must follow reference guidelines established by the classroom teacher.

# ***Promotion, Acceleration, and Retention***

## **Promotion**

Students will be advanced to the next grade upon completion of academic standards established for their current grade. Advancement of special needs students will occur upon completion of standards developed in consultation with the principal, classroom teacher, resource teacher, and parent/legal guardian.

The parent/legal guardian of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues must be notified as soon as possible but not later than the end of the second trimester.

## **Acceleration**

St. John XXIII Catholic School retains the right of academic placement of all students throughout the school year. Meeting the needs of each student within his/her classroom/grade level is our first choice. However, in the event that a student's academic needs cannot be met in the classroom, a conference will be held with the parents/guardians, teacher(s), and principal to discuss other alternatives in the best interest of the student. The following guidelines must be followed when discussing a possible acceleration:

1. At least two academic referrals must be made regarding the student being assessed. Referrals may be made by the parents, teacher(s), a supportive consultant, or the principal. Proof of academic achievement over and above what is expected in the classroom must be evident.
2. A placement test, in the area of requested acceleration, will be administered. The child must score in the designated instructional level, as indicated by the basal/curriculum series, which the school has adopted. Additional testing in the core curriculum area will be done as well.
3. All acceleration placements are put on a trial basis, with review done by the same decision making members. At this time, a recommendation will be made to the school administrator regarding the accelerated placement.
4. The principal has the final decision regarding the academic placement of the student.

## **Retention**

Retention should not be considered without an extraordinary reason and then only after consultation with the parents/guardians, teachers, and principal.

Both parents/guardians and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program to meet their needs. If the teacher's and principal's judgment retention is probable, a conference with the parents/guardians will be held no later than the end of January.

Any decision regarding promotion or non-promotion must be made after considering all the facts related to the student's development (emotional, physical, social, and intellectual). Information must be collected from a wide range of sources and gathered throughout the year.

When there is a concern about a student's progress, issues must be addressed by the principal and the faculty member(s) involved before the beginning of the second grading period. On-going communication between school and parents/guardians must take place throughout the second grading period before retention can be considered. Summer tutoring information will be sent home after second trimester report cards.

### **Retention of Students Procedure**

St. John XXIII Catholic School follows archdiocesan policy regarding student retention. This includes the following procedure (policy 5123b):

- A. Procedural Step I (End of first trimester marking period) – Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.
- B. Procedural Step II (End of second trimester marking period) – The principal (or the teacher with the principal's approval) should discuss the retention possibility with the parents/guardians.
  1. Conferences with parents/guardians should include the reasons for the recommendations in addition to samples of the student's work, test scores, and individual student assessments.
  2. Conference objectives should aim toward a mutual decision between the parents/guardians and the school, recognizing that the final decision rests with the principal.
- C. Procedural Step III (May 1-15) - A conference will be held with the parents/guardians, principal, and teacher to inform the parents/guardians of the school's final decision.

### ***Rights and Responsibilities of Parent (#1312)***

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation.

Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

If parents choose not to follow the policies as outlined in the handbook, SJ23 reserves the right to terminate their families enrollment.

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by the Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring; Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

## ***Property Damage***

Parents/Guardians are responsible for the replacement of any material or property of St. John XXIII Parish or School including textbooks, library books, Chromebook, or iPad which are lost or damaged through their student's negligence. St. John XXIII School is not responsible for any damage or loss of personal items such as smartphones, smart watches, headphones, etc. as these items should not be brought to school.

## ***Recess***

Students of all grades are expected to go outdoors for recess unless they have been recently ill and have written parent/guardian permission to stay in. Requests for

longer than three day's exemption from recess must be written by a physician. Students will be sent outside any time the temperature and/or wind chill factor is at 0 degrees or above. If there is snow on the ground, snow pants and boots are a necessity. Families are expected to plan for this. Students should dress accordingly or bring sufficient clothing. *Students are not to bring their own toys/sports equipment to school for recess time.*

## **Report Cards & Progress Reports**

Report cards are issued three times per year for grades 1-8 and progress reports are issued three times a year for Pre-3 - K5. The date each trimester ends can be found on the academic calendar. However, the grade book will close on the day prior to the end of the trimester. Any grades earned on the final day of the trimester will be applied to the next trimester's grade book.

Parents/guardians with students in grades K5-8 may view their child's grades on SchoolSpeak—our School Information System that allows parents to view grades in all subject matter and communicate via email with teachers.

## **Room Parents**

Room parents serve a vital need in providing our teachers with assistance in organizing and conducting a number of classroom activities. This support and its contribution to the success of our school community are greatly appreciated. Two Room Parents per classroom is recommended. Any parent helping in the classroom in any way must go through the Safeguarding All God's Children program prior to helping out. The classroom teacher will communicate to the Room Parent their expectations for the school year.

## **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. Additional resources can be found on the Safe Environment Education web page:

<https://www.archmil.org/Offices/Safe-Environment.htm>

## **School Advisory Committee**

The St. John XXIII School Advisory Committee will assist in the development of an educational system that will lead our children to a greater knowledge of and reverence for God while fostering academic excellence. The Committee will help develop, define, promote, and evaluate policies that will aid St. John XXIII School in attaining its determined goals. The Committee will contribute to and promote the

Catholic identity of the school in order to draw our students to a deeper communion with Jesus Christ and His Church.

Under the direction of the school principal, the School Advisory Committee meets once a month in Sept/Oct/Nov/Jan/Feb/May/June to serve as an advisory body. The committee assists with policy development, identification and expression of the educational goals and objectives, budget planning, marketing, and public relations. Anyone wishing to address the Advisory Committee on a topic or issue must make arrangements with the principal or School Advisory Committee chair at least one week prior to the scheduled meeting.

## ***School Closing Due to Inclement Weather***

St. John XXIII Catholic School is under the direction of the Port Washington/Saukville Public School District regarding school closings due to inclement weather. According to Archdiocesan policy, it is recommended that a Catholic school close for inclement weather when the school's area public school closes. However, the principal may close the school if conditions may threaten the safety of students getting to school. When unsafe weather conditions require the closing of school, the superintendent of the Port Washington/Saukville Public Schools will notify the principal and local television stations by 6:00 a.m. Specific information about the closing of SJ23 can be found through local broadcasts and the schoolwide communication system. If you contact the school, be aware that there may be limited staff to answer your call. In addition, when school is closed or dismissed early due to weather, all school-sponsored activities are also canceled.

## ***School Lockers***

All locks and lockers are property of St. John XXIII Catholic School. Therefore, the school under the supervision of the principal has the right to inspect lockers should it be deemed advisable.

## ***Search and Seizure (#5145.2)***

### **Student Lockers and Desks**

Parishes/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.

## ***School Security***

In order to provide a safe environment, a security system has been installed at the main entrance. We ask all visitors abide by the following procedure:

1. Enter the school through the main door near the school office.
2. Ring the buzzer on the south wall to identify yourself.
3. Sign-in at the school office.
4. Wear an identification tag while you are in the building.
5. Sign-out when leaving and return your identification tag.

The purpose of this procedure is not to discourage visitors. Parents/Guardians are welcome and encouraged to visit and become involved in the school. While in the building, visitors should feel free to question or report any stranger in the building who is not wearing a visitor tag.

All parents/guardians who wish to be involved in the school through classroom time, field trips, etc. must go through a Safeguarding All God's Children session and have a criminal background check.

## ***Sexual Assaults***

State Law and Archdiocesan Policy are strictly followed in any instances of suspected or confirmed sexual assault whether the assault is adult-to-student or student-to-student.

In addition, staff members and students are to report any cases of verbal sexual harassment to the proper authority. Parents/Guardians need to be aware of the law regarding such activities and the fact that the parents of harassed students may take legal measures.

### **Archdiocese 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:*

1. Physical assaults, hitting or punching, kicking, theft, threatening behavior
2. Verbal threats or intimidating language, teasing or name-calling, racist remarks
3. Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
4. 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:*

1. Written documentation of the incident
2. Disciplinary sanction(s)
3. Peer mediation
4. Professional counseling
5. Referral to outside agencies
6. 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 Coordinator of Safeguarding All of God's Family.

## ***Snacks***

Consumption of food or beverage (excluding water) is limited to the lunch period or scheduled breaks. Students may bring a healthy snack to eat in the classroom during the morning or at a time designated by the classroom teacher. When sending a snack with your student, please keep in mind any allergies within the classroom. Peanut butter/nut-based snacks are strongly discouraged and may not be allowed if a life-threatening allergy is known in a specific grade.

## ***Special Learning Needs***

If a student has special learning needs, SJ23 attempts to identify and diagnose the needs of the student. Needs are met in a variety of ways including adjustments in the curriculum, tutoring from classroom teachers, and individual accommodations in the classroom. Referrals or recommendations may come from the teacher or parent/guardian, through the supportive consultant who evaluates the child using tests suggested by the Archdiocesan Office. If necessary, the student may be referred for testing through the public school system.

## ***Supportive Consultant***

If a student appears to have a special learning need, a supportive consultant from the student's local public school will attempt to identify the source of the need. Needs are met in a variety of ways, including adjustments in the curriculum, and tutoring from the classroom teachers. Referrals or recommendations may come from the teacher or parent/guardian, through the supportive consultant, who evaluates the child using tests suggested by the Milwaukee Archdiocesan Office and/or local school district.

## ***Special Needs Scholarship Program (SNSP)***

St. John XXIII Catholic School is part of the Special Needs Scholarship Program. The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private

school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Information and frequently asked questions regarding the Special Needs Scholarship Program and student applications are available on the [DPI website](#). Please contact the school office if you have questions regarding this program.

## **Special Needs Scholarship Program (SNSP) Profile**

St. John XXIII Catholic School is part of the Special Needs Scholarship Program. The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. Information and frequently asked questions regarding the Special Needs Scholarship Program and student applications are available on the DPI website at <https://dpi.wi.gov/sms/special-needs-scholarship/student-applications>. Please contact the school office if you have questions regarding this program.

Methods of instruction that will be used by the school to provide special education and related services to SNSP students. St. John XXIII Catholic School is committed to meeting the individualized learning needs of all students. The curriculum, instruction and assessment components at St. John XXIII are student-focused with individualized accommodation plans for students that benefit from them. The cross-curricular approach at St. John XXIII allows students to succeed at all ages and ability levels. The St. John XXIII Learning Support staff assist students when help is needed outside of the classroom. In the classroom, all students are provided with necessary accommodations in order to achieve individual learning goals. A few of these approaches include flexible seating and manipulatives in order to maintain student focus; voice enabled devices; and testing accommodations. Regular education teachers also provide small group and individualized instructional support in the areas of math, reading fluency and comprehension and study skills. Additionally, students at the middle school level participate in a daily intervention period called Flex Time. Elementary students participate in Flex Time 3 times a week. During this time, students have the opportunity to receive focused small group intervention through either their regular education teacher or a specified interventionist. When necessary, students receive additional support in these areas through a reading or math interventionist. Some of the intervention programs we implement include, Leveled Literacy Intervention, Early Literacy Intervention and i-Ready. The PWSSD also provides Speech and Language support through a certified Speech Pathologist. We collaborate with the Port Washington-Saukville School District in creating IEP/Service Plans for particular students. The PWSSD provides initial testing and assists in creating student plans that help us to accurately meet our students' needs. Our staff implements these accommodations and participates in regular progress checks in collaboration with the public school district special education staff. Additionally, a team of stakeholders, which could include students, parents, special educators, classroom teachers and school administration, will meet in order to discuss the student's most current IEP or Service Plan. They will utilize or modify the current plan to the agreement of all stakeholders. Scholarship students will be subject to the same expectations as stated in the Family Handbook. The Family Handbook can be read on the school's website or can be obtained through the school office.

## ***Special Milk Program***

Students in Pre-3, K4 and K5 have the option of joining the Special Milk Program which allows them to have milk during their class snack time for a one time fee. Milk taken during an Early Childhood student's lunch time will be charged a daily fee. Please contact the school office for additional details.

## ***Spiritual Development***

Students at SJ23 receive instruction in religion throughout the week from their classroom teacher and other qualified faculty and parish staff. At St. John XXIII Catholic School religion becomes a daily experience through:

1. Combined doctrine, Scripture, prayer, and community service
2. A community of mutual love and respect
3. Faith experiences are planned and celebrated as part of the school community, including liturgies, prayer services, and the Sacraments where students and teachers share and celebrate their faith
4. Religion instruction each day is based on the Catholic Church's doctrine that teaching needs to take place in the areas of message, community, worship, and service. The curriculum is the Archdiocese of Milwaukee Religion curriculum.
5. Special activities held within the classroom and school to develop the student's knowledge of the liturgical calendar and an appreciation of the saints, feast days, and holy days of obligation
6. Daily prayer as a school during announcements and as a class in each classroom
7. Family Life as a companion program to the teaching of religion in grades K-8. The family life program is aligned with the current Family Life Curriculum and uses resources approved by the Office for Schools and Office of Catechesis. The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the school-based family life program, after conferring with the principal of the school.

*\* Choice families may opt out of Mass and religious programming at St. John XXIII Catholic School.*

## ***Student Records***

There is no distinction in Wisconsin Law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents will have access to the student records for their minor child. This school is to be given 24-hour advance notice on student records access requests.

Student Rules and Regulations

# ***Student Rules and Regulations***

## **Student Code of Conduct**

### **1. Learning Environment**

- Respect
  - Be a focused listener
  - Raiser your hand
  - Use appropriate language and good manners
  - Keep body and belongings to self
  - Think before you speak
- Responsibility
  - Take pride in your work
  - Meet expectations and deadlines
  - Focus on task
  - Participate in your learning
  - Take responsibility and accept consequences
- Kindness
  - Be helpful and cooperative
  - Spread kindness
  - Be tolerant of others' differences
  - Remember your values

### **2. Hallway**

- Respect
  - Keep clean
  - Be safe and walk
  - Keep body and belongings to self
  - Use appropriate language
  - Respect student and school property
- Responsibility
  - Keep to the right
  - Keep hallways clean and clear
  - Take the most direct route to your class
  - Use a quiet voice (“inside voice”)
- Kindness
  - Be helpful and cooperative
  - Use “please” and “thank you”
  - Be tolerant of others' differences

### **3. Cafeteria**

- Respect
  - Keep body and belongings to self
  - Eat your own food
  - Use appropriate table manners

- Follow adult directions
- Respect student and school property
- Use appropriate language
- Responsibility
  - Clean up after yourself and others
  - Remain seated until dismissed
  - Line up and dismiss properly
  - Wait your turn
- Kindness
  - Be helpful and cooperative
  - Use “please” and “thank you”
  - Be tolerant of others’ differences
  - Be inclusive of all

#### **4. Open Gym/Outside**

- Respect
  - Keep body and belongings to self
  - Follow adult directions
  - Stick to boundaries
  - Think before you speak and use appropriate language
- Responsibility
  - Return equipment
  - Be safe
  - Report incidents to adults
  - Dress for the weather
- Kindness
  - Be helpful and cooperative
  - Use “please” and “thank you”
  - Be tolerant of others’ differences
  - Be inclusive of all

#### **5. Bathroom**

- Repects
  - Keep body and belongings to self
  - Allow others privacy
- Responsibility
  - Do your business
  - Wash your hands
  - Return to class promptly
  - Keep area clean and safe
- Kindness
  - Wait your turn

## **Playground Rules**

In order to keep our students safe during supervised activity on the playground the following rules must be followed:

### **1. Before School (8:10-8:20)**

1. No cell phones or electronics.
2. Line up when the bell rings.
3. Keep your handstand feet to yourself.
4. No toys from home.

### **2. Recess**

1. No digging in wood chips or around bushes or trees in the playground area.
2. No personal playground equipment or toys from home.
3. No throwing of any objects that are not playground equipment (snow, wood chips, stones, etc.).
4. If a ball goes outside the coned area, students must seek assistance from the playground supervisors for retrieval.
5. When the bell rings, students will stop playing and line up quietly.

*\* Students who are disrespectful to the supervisors and do not follow playground rules will be reported to their homeroom teachers for disciplinary action.*

*\*\*The principal and/or teachers reserve the right to keep students in for lunch and recess for academic or behavioral reasons when the principal and/or teacher deem it necessary.*

## **Student Transfer**

If a student will be transferring to another school, parents/guardians should notify the school at least two weeks in advance. Student records will be sent to his/her new school following a request from the new school. Library and textbooks must be returned before leaving. School tuition and fees **must** be paid in full prior to records being sent.

## **Student Welfare, Health and Safety**

### **Child Abuse & Neglect (#5140.1)**

St. John XXIII Catholic School follows Archdiocesan policy 5140.1 in regard to child abuse and neglect. This policy states all school and parish employees shall immediately report cases of suspected child abuse or neglect to the appropriate authority/agency as provided by Wisconsin Statute 48.981.

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

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.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

### **Definitions of Abuse and Neglect**

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

### **Mandatory Reporters**

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees



- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

## **Procedures for Reporting**

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a

report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

*There are two ways to meet the legal requirement to report suspected abuse or neglect:*

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

*The reporter should be prepared to share detailed information, including:*

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).

- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

### **Report of Suspected Parish/School Employee**

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either

conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.

5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

## **Screening, Background Checks, and Training**

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years. All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

## **Mandatory Reporter of School Violence**

St. John XXIII Catholic School follows the Archdiocesan policy 5140.12 based on Wisconsin Act 143 regarding reporting acts of school violence. This policy 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.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

## **Suicide Prevention & Awareness**

Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. The developmentally appropriate school program shall include: curriculum, staff development, student awareness, and a crisis response plan.

The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance.

*Suicide curriculum consists of:*

- Sound decision making skills
- Knowledge of signs of suicidal tendencies and potential causes
- Knowledge of relationship between youth suicide and use of alcohol and controlled substances
- Knowledge of available community youth suicide prevention and intervention services

*Staff development consists of:*

- How to assist minors in positive emotional development
- The detection of conditions which indicate suicidal tendencies
- The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.
- The coordination of school and community youth suicide prevention programs.

*Student Crisis Response Plan:*

- Stabilization
- Assess the risk
- Initiate risk procedure
- Communicate with appropriate parties
- Follow-up

## **Mandatory Reporting Responsibilities**

When any employee shall have 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. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

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.

## **Testing**

The Wisconsin Forward Exam standardized test will be given in grades 3-8 in the spring of each year. St. John XXIII Catholic School students on average test above the nation in all areas and all grades. Two times a year, (Fall and Spring) grades K5-8 will take the iReady (Measures of Academic Progress) test in both reading and mathematics. In addition, an IXL Diagnostic Snapshot will be used to assess academic progress for grades K5-8 in the winter. Student academic progress regarding MAPS testing and IXL Diagnostic will be given out after each testing period.

## **Tuition**

St. John XXIII Catholic School offers the choice of four tuition payment plans. Families must be signed up for one of the plans on FACTS before the student(s) is(are) admitted for the academic school year.

*The three payment plans offered are:*

1. Full Payment - entire tuition is paid prior to the first day of school
2. Two Payment Plan - tuition is due August 5 or 20 & January 5 or 20
3. 11 Month Payment Plan - tuition payments begin July 5 or 20 and end May 5 or 20
4. 10 Month Payment Plan - tuition payments begin August 5 or 20 and end May 5 or 20

Information regarding all three plans can be obtained through the school office. This information is also provided at the time of student registration. St. John XXIII Catholic School will not adjust tuition payments for families because of vacation, personal time off, or family emergencies.

## **Incidental Charges**

For all incidental charges (e.g. milk, hot lunch, field trips) billed to your FACTS account, you must log in to manually process payment. If you prefer, you may sign up for auto payments.

## **Late Payment**

All payments are due by the dates indicated within FACTS> Overdue payments will incur a \$25 late fee.

## **Tuition Refunds**

The registration fee is non-refundable. Tuition paid shall be refundable in the following cases:

1. If SJ23 determines prior to the start of the school year that it cannot accommodate an enrolled student, all tuition payments made will be fully refunded.
2. If, after the start of the school year, SJ23 determines that it cannot accommodate a student, paid tuition will be refunded on a prorated basis based on the number of school days the student was enrolled.

3. If, prior to August 15, a family withdraws an enrolled student(s), tuition paid will be fully refunded. If withdrawal occurs after September 1, 50% of tuition paid will be refunded. If withdrawal occurs after September 15, 25% of tuition paid will be refunded. If withdrawal occurs after October 1st, no refund will be given.
4. If a family registers a child(ren) at SJ23 then moves out of the school district prior to the start of the school year, tuition paid will be fully refunded. If the move occurs after the start of the school year, paid tuition will be refunded on a pr-rated basis based on the number of school days the student was enrolled.
5. If a family registers a child(ren) at Sj23 contingent on receiving tuition assistance and is deemed ineligible, any tuition paid will be fully refunded.

## **Dress Code / Uniforms**

The dress code policy for St. John XXIII Catholic School has been established to provide firm guidelines for acceptable clothing. Parents are to enforce the guidelines on a daily basis.

All St. John XXIII Catholic families with students in K5-8<sup>th</sup> grade are required to purchase uniforms from the acceptable list for each of their students. These lists can be located in the school office. Every item on this list is acceptable wear for any school day, including Mass days and field trips.

*\*SJ23 Spirit Wear is acceptable clothing (TOPS ONLY) for students in K5-8th grade. No Spirit Wear is allowed on Tuesday or Mass Days.*

## **General Rules**

Pre-3 & K4 optional uniforms

K5-8<sup>th</sup> grade mandatory uniforms - K5 may wear play uniforms on any non-Mass day - A play uniform is a Spirit wear top and black or navy sweatpants)

- Students will be in uniform during school hours. This includes arriving at and leaving the building.
- No logos or labels are to be visible (exception: sweatshirts with school or Phoenix logo).
- Out of uniform days will be announced.
- Shorts may be worn from May 1 to October 31, or with specific communication from the Principal.
- Clothing must fit properly, be clean and in good repair.
- Skirts, jumpers, and shorts must be knee length.
- A uniform shirt must be worn under sweaters & sweatshirts without hoods.
- If wearing layered clothing under a uniform top, its color must be solid red, white, navy blue, or black.
- Bike shorts (not to be visible under hemline) and leggings may ONLY be worn under skirts/skorts or jumpers.
- Solid color: white, red, navy blue or black tights, leggings or slacks may be worn under skirts, skorts and jumpers.
- Solid colored socks or tights must be worn (white, red, navy blue or black).



- Hats are not to be worn in the school building except when students are involved in a project (play), or for a designated theme day.
- No body piercing, other than pierced ears, is acceptable.
- Make-up, jewelry and accessories are to be minimal, non-distracting and age appropriate.
- Flip-flops and backless shoes are prohibited at all times.
- Students are to be prepared for outdoor recess during cold weather with proper attire.
- It is the St. John XXIII faculty, staff and principal's discretion to make decisions as to the appropriateness of uniform, hair and accessories.
- Students in Pre-3 and K4 do not have to wear school uniforms, however, we would like each family to follow the below guidelines to ensure their safety, while still being mindful of our school policies.
  - Students should come in sneakers/tennis shoes every day
  - Students should come dressed in comfortable clothes that can get dirty and/or possibly stained
  - When K4 students have Mass, we ask that they come dressed looking presentable. (No holes in pants and/or sweatshirts/hoodies).

## **Violations to the Dress Code**

Parents will receive notification if their child is not in compliance with the dress code. In addition, your child will be provided with an acceptable uniform article of clothing to replace his/hers for the remainder of the day. After a child has received two (2) violations in a given semester, a 3<sup>rd</sup> violation that semester will result in a consequence as determined for that grade level.

### **Shirts**

Long or short sleeve polo, turtleneck, **Solid Colors** – Navy blue, white, true red. Peter pan collared blouse (white only). Any shirt worn as part of the “layered” look that is visible under the uniform top must be a solid color: white, true red, navy blue or black. ***Shirts are not to have any emblems or designs on them.***

### **Pants Navy Blue, Black, or Khaki/Corduroy**

Twill chino or corduroy. No denim. Uniform pants must be navy blue, black, or khaki/corduroy (not light blue, gray or gray-blue). Slacks must be worn with a regulation blouse or sweater. No additional trim. No stretch leggings, yoga pants or jeggings may be worn as pants.

### **Uniform pants**

Uniform pants are to be plain, straight leg pants with no outside (patch) pockets on the back, front, down the side, etc. and not baggy (i.e., cargo style pants are unacceptable). Elastic waist is permissible. No elastic at the ankles. No wide leg or patch pockets on pants legs. No labels or logos visible. Likewise, bell bottoms and hip huggers are also not acceptable.

### **Capri Pants**

Navy blue, black or khaki.

**Shorts**

Walking length: Knee length. No “cargo styles.” Available at Walmart online or Lands End. Also may be purchased elsewhere as long as they meet the uniform code. Colors: Navy blue, black or khaki.

**Jumpers**

Solid jumpers are permitted for students in K5 - 4 grade only. Available at Walmart online– Hamilton Plaid (red, navy blue & white). Also available at Walmart online as Classic Navy Large Plaid.

**Skirts**

Must be knee length. Available at the Uniform Store – Hamilton Plaid (red, navy blue & white). Also available at Lands End as Classic Navy Large Plaid. Solid navy, black or khaki skirts purchased at the Uniform Store or other retailers. (No cargo style.)

**Leggings**

Must be solid color: white, red, navy blue, or black, and can be worn from November 1<sup>st</sup> to April 30<sup>th</sup> only under skirts/skorts or jumpers.

**Skorts**

Solid navy blue, black or khaki. Available at the Uniform Store or Lands End. Also may be purchased elsewhere as long as they meet the uniform code. (No cargo style.)

**Sweaters**

Styles: Cardigan, pullover, or vest. Colors: Navy blue, true red, white or gray.

**Sweatshirts**

Color: Navy blue, true red, or white. Hoods are only permitted on Spirit wear days.

**Visitors**

Parents/Guardians are always welcome to visit the school. Classroom visitation should be scheduled at least 24 hours in advance of the visit for consideration of teacher lesson planning and/or tests. All visitors must follow the visitor procedure found in the School Security section of the handbook.

Parents/Guardians are welcome and encouraged to participate in daily activities at the school. Any parent/guardian who wants to volunteer in the classroom must take the Safeguarding All God’s Children class prior to helping out in the classroom. Parents/Guardians may also observe their student’s classes provided the observation is scheduled in advance or the parent/guardian has received permission from the administrator to observe the class.

Parents may not pick up their children from your classroom. Parents must report to the school office and the secretary will call the classroom. Students must be signed out in the office before leaving the building at any time other than the regular dismissal time.

## **Volunteers**

Parents/Guardians who are involved make a difference and strengthen the SJ23 community. All parents/guardians are required to volunteer in some format in the school (hot lunch, field trips, fundraisers, etc...)\* Please refer to the Home & School volunteer opportunities form for a description of the many fundraisers and volunteer opportunities available in the school. The Milwaukee Archdiocese policy requires us to conduct a criminal records check of anyone who works with our students as a volunteer on a more than occasional basis. All volunteers (room parents, chaperones, coaches, etc...) must go through a “Safeguarding All God’s Children” class before volunteering. These classes are available through the Archdiocese of Milwaukee website ([www.archmil.org](http://www.archmil.org)).

*\*Not applicable to Choice families*

## **Vandalism**

Parents of students shall be responsible for the vandalism done by their children.

Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

*The school administrator is directed to:*

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

## **Weapons-Free Zone**

St. John XXIII Parish and School is a weapon-free zone 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 shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

## **Wellness Policy**

*\*This policy will be reviewed by the SAC during the 23-24 school year for final approval and revision.*

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. St. John XXIII Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. These goals will help foster good health, which in turn, will promote student attendance and education.

*Therefore, it is the policy of St. John XXIII Catholic School that:*

1. The school will engage students, parents/guardians, teachers, food service professionals, health professionals, and others interested in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
2. All students in grades Pre-3-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. SJ23 will provide a clean, safe, and pleasant setting and adequate time for students to eat.

*To achieve these policy goals, St. John XXIII Catholic School will:*

1. Teach, encourage, and support healthy eating by students.
2. Utilize science and health classes to promote healthy living.
3. Feature an allergy-protected table in the lunchroom and allergy-protected classrooms and Extended Care rooms as needed to ensure safety of all students.

*Food & Beverages at St. John XXIII Catholic School*

1. SJ23 will encourage parents/guardians to send healthy foods as snacks for the school day; snacks should make a positive contribution to the student's diet and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary beverage.
2. Classroom celebrations will encourage healthy or nonfood choices.
3. Treats being used as a reward will be minimal.
4. Students will be given 20 minutes to eat lunch and 20 minutes of recess time for all grades each day.

## **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout the school. SJ23 will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

## **Hot Lunch Meal Accommodations**

If your child needs a meal accommodation due to allergies or other medical reasons, please call the school office. Meal accommodations will only be available for students who have a signed medical statement.

## **Physical Activity**

It is recommended that children participate in 60 minutes of physical activity every day. SJ23 provides opportunities for physical activity each day.

## **Physical Education**

SJ23 will provide students with physical education, using an age-appropriate physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

- The physical education curriculum shall stress the importance of remaining physically active for life.
- The K4-8 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

## **Recess**

The school will offer at least 20 minutes of recess on all days during the school year, although this policy may be waived on early dismissal or late arrival days. Indoor recess will be offered when weather is not feasible for outdoor play. See Recess section for more details.

- All students in K4-5 shall be provided with a daily recess of at least 30 minutes in duration. All students in 6-8 shall be provided with 1 daily recess of at least 15 minutes in duration.
- Physical activity should not be employed as a form of discipline or punishment.

## **After School Activities**

SJ23 will continue to offer opportunities for students to participate in physical activity either after the school day (or both) through a variety of methods. The school will encourage students to be physically active before and after school by joining any one of the athletics programs offered.

## ***Wrap-Around Care***

Wrap-Around Care is available to all registered SJ23 preschool through 6th grade students on all regular, early dismissal, and in-service school days. Our Wrap-Around Care Program is an extension of our classrooms and reflects the values of our faith in a warm, supportive, family atmosphere. We aim to enhance and support the emotional, social, and academic goals of our students.

Wrap-Around Care Program Hours: Monday-Friday (6:30 AM - 8:20 AM | 3:30 PM - 6:00 PM)

Parents may elect to use our Wrap-Around Care services at any time during the school year by completing a registration form and returning it to the school office.

## ***Appendix***

- **Bullying & Harassment (Appendix A)**
- **Character Strong (Appendix B)**
- **Technology Acceptable Use Policy - Milwaukee Archdiocese/St. John XXIII Catholic School (Appendix C)**
- **Student Computer Network Responsibilities (Appendix D)**
- **Dismissal and Drop-Off Procedures (Appendix E)**
- **Discipline Philosophy, Policies, Procedures (Archdiocesan Policy) & Disciple Forms (Appendix F)**
- **Criminal Background Checks for Volunteers who are Minors (Appendix G)**
- **Asbestos Management Letter (Appendix H)**

# **Appendix A**

## **Bullying and Harassment**

### **5131.1: Bullying and Harassment**

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 Coordinator of Safeguarding All of God's Family.

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering or visiting.

## **Policy Statement**

At St. John XXIII Catholic School we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members. Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

SJ23 will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, in order to promote the prevention of bullying behaviors within our school community.

SJ23 will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern.

SJ23 will treat seriously any reports of bullying behaviors or concerns. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school discipline cycles, and in some cases may result in suspension and/or required withdrawal depending on the nature of the infraction.



## **Prevention and Education**

Bullying prevention begins with all members of our community being able to communicate clearly about their concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

### **Bullying**

Bullying is **deliberate** or **intentional** behavior using words or actions, **intended to cause fear, intimidation, or harm**. Bullying is a **repeated behavior and involves an imbalance of power**. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being.

### **Physical Bullying**

Using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

### **Verbal Bullying**

Directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.

### **Relational Bullying**

When a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

### **Bullying**

The use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and email, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or Instagram, forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

## **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the principal or to a teacher or school counselor who will be responsible for notifying the building principal.

Every student is encouraged to report any situation which they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the principal.

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 and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the principal. The staff member who is investigating the report of bullying shall interview the target(s) and the aggressor(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to time in office, parent contact, loss of privileges, conference with students, in-school suspension, out-of-school suspension or possible expulsion.

The parents of the students involved shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.



**Actions Taken:**

Consequences: \_\_\_\_\_

Remediation: \_\_\_\_\_

Referral for additional support services: \_\_\_\_\_

**Parent/Guardian Contact:** Date \_\_\_\_\_ Time \_\_\_\_\_

**Person making contact:** \_\_\_\_\_

**Result:** \_\_\_\_\_

**Reported by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Bullying Incident Follow-Up Form

A Destination to... **SERVE. LEARN. LOVE. LEAD...** as Disciples of Christ.

**Follow-Up Conference Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Conducted By:** \_\_\_\_\_

*People Present:*

<b>Administrator:</b>	<b>Parent(s):</b>	<b>Other:</b>
<b>Counselor:</b>	<b>Father Pat:</b>	
<b>Teacher(s):</b>	<b>Student(s):</b>	

**According to student, the situation is:**

*(Circle):* Better    Worse    No Different

**Conference Comments:**

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**Parent Contact:**    Yes    No    **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Person making contact:** \_\_\_\_\_

**Additional Actions/Notes:**

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# **Appendix B**

## **Character Strong**

SJ23 Character Strong Mission:

A Destination to SERVE. LEARN. LOVE. LEAD... as Disciples of Christ.

### **Serve**

Perform duties or services for (another person or an organization).

(CharacterStrong: selflessness)

#### ***Citizenship***

Students demonstrate responsibility for self and community through awareness, social responsibility, and engagement.

- I can follow the directions given by my teacher.
- I can follow directions during group activities.
- I can follow school rules and expectations.
- I can support friends or teachers when they need help.
- I can make positive behavior choices in many different spaces.
- I can organize my materials so I am ready to learn.
- I can respect property.
- I can respect myself and others.
- Follows rules and procedures
- Work ethic
- Catholic values

#### ***Collaboration***

- Willing to work positively and respectfully with others
- Cooperates, teamplayer, interdependent, flexible, compromise with others, open minded, collaborates with others, share opinion with others, respectful of others in learning environment

### **Learn**

Gain or acquire knowledge of or skill in (something) by study, experience, or being taught  
(CharacterStrong: Patience, humility)

#### ***Learner Engagement***

- Active in learning (Oral/Visual/Kinesthetic)
- Active participant, cite evidence, ask questions, engaged in lessons, seeks to improve, participate, positivity towards learning, motivated learner, follow directions, on-task, take initiative, attention to detail

#### ***Reflective Learner***

- Active in learning (Oral / Written)
- Self-evaluates; applies feedback; knows and understands who they are as a learner; accepts and internalizes feedback; finds the good

### ***Problem solving - Critical Thinking***

- Try many ways to solve a problem
- Analyze ideas, draw conclusions, problem solver, accepts critical feedback, realist, deep thinker, asks questions, creative, generates own ideas, works independently, challenge my thinking, reflect on learning, goal setting, supports thinking with evidence, learns from mistakes

### **Love**

An intense feeling of deep affection for one's self and others.

(CharacterStrong: Kindness, Respect, Forgiveness)

### ***Respectful***

- Thoughtful of peers, staff, self, and belongings
- Safe and ready
- Listens to teacher or peers and responds to feedback
- Kindness

### ***Discipleship***

- Promotes Catholic Values & Identity
- Faithful; living; heart; love; fellowship; growing; Christ-Like; prayerful; spirit

### **Lead**

The initiative in an action; an example for others to follow

(CharacterStrong: Commitment, Honesty)

### ***Responsible***

- Have work and belongings ready
- Have work done
- Bring materials home/back to school
- Takes ownership of their learning
- A disposition for preparation
- Organizes and prioritizes tasks to complete assignment
- Displays self-discipline
- Stays focused on task

### ***Perseverance***

- Always willing to try / Never gives up
- Willing to take risks and make mistakes; stick-to-it-iveness; focus on growth; strives to reach full potential

### ***Communication***

- Communicates effectively
- Uses different mediums effectively sharing information
- Respectfully listens to others, receives feedback, presents information effectively, contributes to conversation by sharing and asking questions, stays on topic, uses appropriate tools to communicate ideas

**ALL Tier 1: (Proactive, instilling good character, ALL STUDENTS AND STAFF)**

1. 3-5 School values
2. Universal SEL Curriculum ( CharacterStrong)
3. Intentional proactive classroom management
4. Positive behavior expectations set
  - a. System for recognizing students who are doing things “right”
  - b. Monthly Assemblies (Awards for students who have demonstrated serve, learn, love, or lead)



## Appendix C

### Acceptable Use Policy For the Use of Computers and Telecommunications for the Archdiocese of Milwaukee

Computing, data storage and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees and others affiliated with the school. The equipment, software and network capabilities provided through the school computer services (technology committee) are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using email capabilities to facilitate distance learning projects.
- Using newsgroups to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable use(s) of these resources include but are not limited to, those users that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secrets. The transmission of copyrighted materials without written permission of the author or creator through school email or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages or images, cartoons, or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunication facility under their control to be used for the transmission of illegal material.

## **Appendix D**

### **Student Computer Network Responsibilities**

(As recommended by the Archdiocese of Milwaukee)

#### **Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The computer network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. **Access to the computer network and the internet is a privilege, not a right.** Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they are exposed to other information sources such as television, telephones, movies, radios and other potentially offensive media.

*The following are not permitted:*

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Damaging computers, computer systems or computer networks
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

- Going to social sites
- Emailing other than for school purposes

*Depending on the violation, one or more of the following sanctions may be invoked:*

- Loss of access to the equipment
- Additional disciplinary action
- Notification to law enforcement agencies

**Note: St John XXIII's Acceptable Use Policy is a separate document that must be read, signed and turned into the school office(s).**

# Appendix E

## Dismissal and Drop-off Procedure

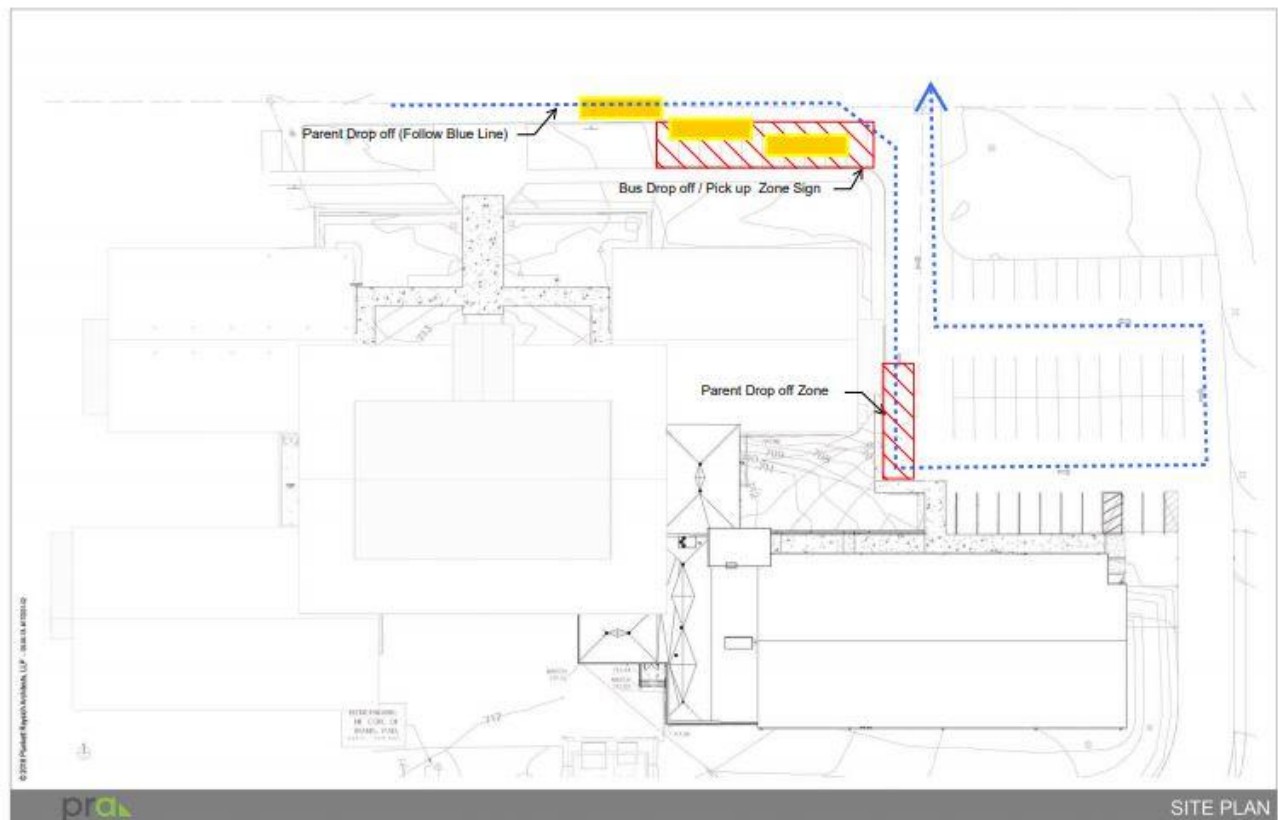
Parents need to follow the drop-off and pick-up procedures determined and set forth by the School Leadership Team and the School Safety Team

### End of the Day Dismissal

All students in K4 PM and K5- 8th grade are dismissed at 3:30 p.m. Parents picking up students at the end of a school day should refer to the Pickup/Parking Procedures.

Students riding bikes must walk their bikes on the sidewalk in front of school. If crossing the street, bikers are to walk their bikes across the street, crossing with the crossing guard. No child shall cross Wisconsin Street unless escorted by a crossing guard.

Many activities are occurring after school and staff cannot be responsible for late pick-ups. The situation of children being picked up late should be the exception.



# **Appendix F**

## **Discipline Philosophy, Policies, Procedures**

### **5144: Discipline**

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

### **Disciplinary Plans**

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

### **Probation, Suspension, and Expulsion**

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

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- 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

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

### **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 Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

### **Expulsion Procedures**

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

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

### **Appeal**

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/school president in writing with rationale for appeal. The pastor/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/president 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 is not involved in the expulsion proceedings and is not a source of appeal.

### **Alternatives to suspension and expulsion:**

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

*ADOPTED: 3/2/1990; REVISED: 10/1/2018*





# Minor Discipline Form

A Destination to... **SERVE. LEARN. LOVE. LEAD....** as Disciples of Christ.

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_

**School Expectation Broken:**

**Location Expectation was Broken:**

\_\_\_ *Respect*

\_\_\_ *Learning Environment*

\_\_\_ *Open Gym/Outside*

\_\_\_ *Responsibility*

\_\_\_ *Hallway*

\_\_\_ *Restrooms*

\_\_\_ *Kindness*

\_\_\_ *Cafeteria*

\_\_\_ *Bus*

**Specific Behavior by Student:**

\_\_\_ *Inappropriate Language*

\_\_\_ *Inappropriate Physical Contact*

\_\_\_ *Disruption*

\_\_\_ *Property Misuse*

\_\_\_ *Defiance/Non-compliance*

\_\_\_ *Dress Code Violation*

\_\_\_ *Other:* \_\_\_\_\_

**Brief Description of Incident:**

\_\_\_\_\_  
\_\_\_\_\_

**Steps Taken Prior to Report Completion:**

1. Name behavior and state expectation
2. Reteach and model expected behavior
3. If compliance, give positive verbal acknowledgment
4. No compliance, choice given to comply or potential privilege removed
5. If non-compliance, incident report completed
6. Send home-parent sign and return
7. Prayerful reflection

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Major Discipline Form

A Destination to... **SERVE. LEARN. LOVE. LEAD....** as Disciples of Christ.

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_

### School Expectation Broken:

- Respect*
- Responsibility*
- Kindness*

### Location Expectation was Broken:

- Learning Environment*
- Hallway*
- Cafeteria*
- Open Gym/Outside*
- Restrooms*
- Bus*

### Specific Behavior by Student:

- Chronic Inappropriate Language*
- Chronic Inappropriate Physical Contact with others*
- Chronic Disruption*
- Chronic Defiance/Non-compliance*
- Chronic Truancy*
- Other:* \_\_\_\_\_
- Harassment/Bullying*
- Technology Violation*
- Vandalism*
- Chronic Dress Code Violation*
- Possession of Weapons*

### Brief Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_

### Student's Reason Given for the Behavior:

- Peer Attention
- Avoiding Task
- Adult Attention
- Obtain Item/Activity
- Reason Unknown
- Other: \_\_\_\_\_

### Administrative Decision:

- Time in Office
- Parent Contact
- Loss of Privilege
- In-School Suspension
- Conference with Student
- Out-of-School Suspension

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***Appendix G***

### **Criminal Background Check**

#### **Minors-Volunteers**

The Wisconsin DPI defines an employee using Wis. Stat §108.02(12). A volunteer is not considered an employee unless they are receiving compensation directly from the parish/school or indirectly from a 3rd party. According to the DPI Private School Choice Programs & Special Needs Scholarship Program Informational bulletin 02-03 (Rev. July 2018), a volunteer does not need to complete a criminal background check, but the practice of completing criminal background checks is highly encouraged for volunteers. In the Archdiocese of Milwaukee we require criminal background checks to be performed on all adult volunteers that have contact with minors in a school or parish. We do not currently require criminal background checks to be performed on a minor that is volunteering in the parish or school.

# **Appendix H**

## **Availability of Asbestos Management Plan**

### **5140.11: Asbestos Hazard Emergency Response Act (AHERA)**

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials. The complete asbestos management plan is accessible in the school office.

St. John XXIII Catholic School has been inspected for asbestos-containing building materials. Its management plan has been submitted to the State of Wisconsin for review in compliance with Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective October 1987. Schauer & Associates, not Onyx Special Services, has been contracted to perform the required 3 year re inspections and insure compliance with EPA (Environmental Protection Agency). This letter is part of that compliance.

The management plan shall be available for inspection during normal business hours in each school's administrative office. There will be no restriction as to who will be allowed to review the plan, and there will be no cost involved. Due to the size and complexity of this document, you may require assistance of a staff person familiar with the plan during your examination of the document in our offices.

Copies of the plan or parts of the plan may be requested in writing and will be made available within thirty (30) days. A fee for labor and duplication cost will be charged and is to be paid in advance.

Any response action outlined by the plan has been performed in a timely manner. Mandatory six month periodic surveillance will be performed by personnel of the school or by personnel from Superior Special Services. This service will continue every six months, as will three year re inspections.

These activities do not mean that there is an asbestos problem in our schools. Asbestos related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93.

Bill Henkle Todd Belohlav