

# TABLE OF CONTENTS

<b>ACADEMICS.....</b>	<b>4</b>
• Instructional Program.....	4
• Grading Policy.....	4
• Academic Probation.....	5
• Honor Roll.....	5
• Grade Point Average.....	5
• Homework.....	5
• Computer Network Use.....	6
• Identifying and Providing for the Student with Special Needs.....	7
• Physical Education Requirements.....	7
• Promotion, Retention and Acceleration.....	7
• Athletic Eligibility Policy.....	7
<b>ADMISSIONS.....</b>	<b>8</b>
▣ Admission Policy Guidelines.....	8
• Class Size Policy.....	8
• Kindergarten Admission.....	9
• Early Admission into First Grade or Kindergarten.....	9
• Probationary Period.....	9
• Entrance Screening.....	9
• Tuition and Fees.....	9,10,11
• Additional Fees.....	12
• Parish Involvement and Support.....	12
• Physical Examination of Students.....	12
• Pupil Immunization Requirements.....	13
<b>ATTENDANCE.....</b>	<b>13</b>
• Absences.....	13
• Illness.....	14
• Release from School During the School Day.....	14
• Tardiness.....	14
<b>BICYCLES.....</b>	<b>14</b>
<b>BUILDING USE AND KEY POLICY.....</b>	<b>13</b>
<b>BUS TRANSPORTATION.....</b>	<b>14</b>
<b>CELL PHONE USE IN SCHOOL.....</b>	<b>13</b>
<b>CHANGE OF ADDRESS OR PHONE NUMBERS.....</b>	<b>15</b>
<b>CHILD CUSTODY.....</b>	<b>15</b>
<b>CLASS SIZE.....</b>	<b>15</b>
<b>COMMUNICATION WITH FAMILIES.....</b>	<b>15</b>
• Weekly Envelopes.....	16
• Teacher communication.....	16
• Parent / Student / Teacher Conferences.....	16
• Observation In Our Classrooms.....	16
• Formal Reports to Parents.....	16
• Student Records.....	16
<b>CONCILIATION PROCEDURE FOR PARENTS.....</b>	<b>16</b>
<b>DAILY SCHEDULE.....</b>	<b>17</b>

• Before School.....	17
• The School Day.....	18
• The End of the Day.....	18
• After School Day Care.....	18
• Changes in Your Child's "Departure from School" Routine.....	18
<b>DISCIPLINE.....</b>	<b>17</b>
• Philosophy and Policy of St. Andrew's School Discipline.....	17
• School Rules:.....	17
• Playground Rules.....	17
• Conflict Resolution .....	18
<b>DISCIPLINARY ACTION.....</b>	<b>20</b>
• Probation, Suspension, Expulsion Policy.....	20
• Expulsion Procedures:.....	21
<b>DRESS CODE.....</b>	<b>19</b>
• Consequences of Dress Code Violation:.....	<b>Error! Bookmark not defined.</b>
<b>ELECTRONIC ITEMS IN SCHOOL.....</b>	<b>21</b>
<b>EMERGENCY INFORMATION.....</b>	<b>23</b>
<b>EMERGENCY SCHOOL-CLOSING.....</b>	<b>23</b>
<b>EMERGENCY EVACUATION OF SCHOOL.....</b>	<b>21</b>
<b>EXTRA-CLASS ACTIVITIES.....</b>	<b>23</b>
• Philosophy.....	23
• Athletic Philosophy and Policy.....	24
• Band.....	24
• Basketball teams for grades 5 - 8.....	24
• Basketball experience for grades K - 4 <sup>th</sup> .....	24
• Ski Club.....	24
• Student Council.....	24
• Volleyball.....	25
<b>FIELD TRIPS.....</b>	<b>25</b>
• Archdiocesan Vehicle Information Sheet.....	25
• Safeguarding All God's Children training.....	25
<b>FIRE DRILLS / TORNADO DRILLS.....</b>	<b>25</b>
<b>HOT LUNCH PROGRAM/WELLNESS POLICY.....</b>	<b>25</b>
<b>IN-SCHOOL MEDICAL CHECKS.....</b>	<b>28</b>
<b>LIBRARY.....</b>	<b>28</b>
<b>LOST ARTICLES.....</b>	<b>28</b>
<b>MANDATORY PARENT MEETING.....</b>	<b>28</b>
<b>MEDICATION.....</b>	<b>28</b>
<b>NOTIFICATION OF ASBESTOS.....</b>	<b>29</b>
<b>PARENT AND FAMILY INVOLVEMENT.....</b>	<b>29</b>
• Get Involved In Your Child's Education.....	29

• Standing Committees Help Support Our School.....	30
<i>School Committee</i> .....	30
<i>Home and School Committee</i> .....	26
<i>Technology Committee</i> .....	30
<b>RELIGIOUS INSTRUCTION</b> .....	<b>30</b>
• Daily Classes.....	30
• Liturgy.....	30
• Prayer.....	30
• Sacramental Instructional Programs.....	31
<i>First Eucharist</i> .....	31
<i>First Reconciliation</i> .....	31
<b>SCHOOL PROPERTY</b> .....	<b>31</b>
• Care of Books / Property.....	31
• Search and Seizure.....	31
<b>SCHOOL OFFICE</b> .....	<b>31</b>
<b>STANDARDIZED TESTING (ARCHDIOCESAN POLICY 5120.1)</b> .....	<b>31</b>
<b>TRANSFER</b> .....	<b>32</b>
<b>VACATIONS</b> .....	<b>32</b>
<b>VISITS AND CALLS</b> .....	<b>32</b>
<b>VOLUNTEERS</b> .....	<b>32</b>
<b>APPENDICES</b>	
• School Year Calendar	
• Parishioner Tuition Contract	
• Non-Parishioner Tuition Contract	
• Permission to administer prescription or non-prescription drugs to students.	
• Conflict Resolution	
• Building Use and Key Policy	
• Teacher email addresses	

## ACADEMICS

### • Option C

This is a web based student management system that parents are encouraged to utilize. At the beginning of each school year parents are given Option C log-in information that they will need to check on their child's progress including homework and grades.

### • Instructional Program

A Catholic education and children is the central core of the St. Andrew's Parish School curriculum. Focusing on facilitating student learning, the faculty utilizes a variety of instructional techniques and strategies. An emphasis is placed on teaching the basic skills needed for life-long learning. Sequential learning, appropriate development practices, innovation, organization, educational research and assessment are strong considerations as the school staff develops the curriculum.

The course of study at St. Andrew's Parish School has been developed in accord with the Curriculum committee of the Archdiocese of Milwaukee Office for Schools, and in accord with the requirements of the Department of Public Instruction for the state of Wisconsin. The secular subjects and textbooks are similar to those used in the public sector.

The course of studies for all students includes Religion, Communication Arts, Mathematics, Science, Social Studies, Health, Art, Music and Physical Education. Technology is integrated throughout all curricular areas, with students using the tools available to them in our Computer Lab.

The education of St. Andrew's Parish School children is a community effort of students, parents, faculty, support staff, administration, and parish members. Each member of the community is committed to serving one another in the education of God's children.

### • Grading Policy

On Report Cards, children in Kindergarten through Grade 3 are given achievement grades of:

S = Secure: Demonstrates a complete understanding and application

P = Progressing: Demonstrates a general understanding

N = Needs Improvement: Demonstrates an inconsistent understanding

In addition, the State Standards / Exit Expectations for each curricular area are assessed throughout the year. There will be information on the report card that tells how well the child is developing in each standard. The student will have one of the following marks:

Proficient = demonstrates consistent understanding and application

Basic = demonstrates a general understanding, but an inconsistent application of the information

Minimal = demonstrates a lack of understanding of key concepts / skills

OR no mark if the standard was not assessed during that quarter

Each student in grades 4 – 8 is graded on achievement. Achievement grades are:

**A** – Almost no mistakes on daily work and tests (93 – 100%); Most work done above grade level; Follows through on one set of directions; Understands concepts thoroughly.

**B** – Few mistakes on daily work and on tests (85 – 92%); some work done averages above grade level; Can handle most directions to complete tasks; Understands most concepts.

**C** – Average number of errors on daily work and on tests (78 – 84%); Work completed averages at grade level; occasionally requires repeated directions and support from the instructor; understands some concepts.

**D** – More than an average number of errors on daily work and tests (70 – 77%); most work completed

averages below grade level; often requires repeated directions and assistance from the instructor; rarely understands concepts.

**U** – Many mistakes on daily work and tests (below 69%); all work completed averages below grade level; usually requires repeated directions and assistance from instructor; rarely understands concepts.

**INCOMPLETE (INC)** – Student failed to meet the teacher’s class requirements on time. Obligations must be fulfilled within two weeks of report card being issued.

In addition, the State Standards / Exit Expectations for each curricular area are assessed throughout the year. There will be information on the report card that tells how well the child is developing in each standard. The student will have one of the following marks:

Proficient = demonstrates consistent understanding and application

Basic = demonstrates a general understanding, but an inconsistent application of the information

Minimal = demonstrates a lack of understanding of key concepts / skills

OR no mark if the standard was not assessed during that quarter

- **Academic Probation**

Any student whose academic achievement grade point average falls below 2.0 will be placed on academic probation and will not be allowed to participate in extra-curricular activities until the academic achievement is improved. Assessment of academic probation will occur at the end of 2 week intervals following the report card.

- **Honor Roll**

St. Andrew’s Parish School Honor Roll is for students in grades 5 – 8 who have earned a 3.0 grade point average at the end of a quarterly grading period. The Honor Roll is based on academic achievement grades only.

- **Grade Point Average**

The grade point average for grades 5 – 8 is figured as follows (the GPA is not figured for students in grades K – 4):

An “A” = 4, “B” = 3, “C” = 2, “D” = 1 and “U” = 0 points. All points are added and divided by the number of classes taken, the resulting number is the student’s GPA, and is rounded to the nearest tenth.

NOTE: Eighth grade students taking Algebra I (an accelerated course) have an elevated scale for Algebra; “A” = 5 points, “B” = 4 points (etc.)

- **Homework**

Every class period is vitally important in the school day. Every assignment is given for a definite purpose. The purpose of homework activities is to extend the school experience of pupils beyond the classroom. A regular time and a definite place should be provided for home study.

Students are provided with some time during the day to work on assignments. Work not completed during the day becomes homework. Homework need not always be written; often students should spend their homework time reviewing notes, studying math facts, or reading. St. Andrew’s Parish School teaching staff expects that an average of ten minutes per grade level (i.e. 1<sup>st</sup> graders spend 10 minutes nightly, 7<sup>th</sup> graders spend 70 minutes nightly) is spent on homework each school night.

Assignments are given to help students master and / or apply various skills or concepts. The value of an assignment comes when teachers and students discuss or correct the assignment together to reinforce a learned concept. This is an indication of a student's progress. For this reason, homework

assignments are expected to be carefully and completely done on time. Assignments completed several days after they are due are of little value as learning tool and become busy work. The quality and promptness of a student's homework will be reflected in the homework grade and his/her report card. Work that is turned in that is sloppy, incomplete, or poorly done will be given back to students to be re-done, and this will be considered a late assignment.

If homework is not done, completely, neatly, and labeled, at class time, it is late but must be turned in by the end of that same day. Students in lower grades are often asked to remain inside at recess time to complete any homework that was not done at class time. Students in the Middle School will receive a 'check' in the Middle School Discipline plan for a late assignment.

If your child has difficulty with an assignment, please feel free to help with directions and explanation of concepts. If your child has continued trouble with homework, it is very important that you call the teacher during the school day at 728-6211, or email the teacher (see email addresses at end of handbook) to arrange a conference and discuss the issues.

Occasionally a family situation prevents students from completing homework. Please send a note to your child's teacher to explain the situation. Please help your student keep this conflict to a minimum.

Students who are ill or absent with family obligations have one day per day absent to complete and turn in missed assignments. For example, if a child is absent for one day, that child has one full day to complete the assignments – so if your son is ill on Monday, he has all of Tuesday to complete the assignments, and they must be turned in on Wednesday. If your son misses Monday and Tuesday, then he has 2 days to complete the work (Wednesday and Thursday) and all work will be due on Friday. Any difficulties meeting this guideline should be discussed with the child's teacher.

#### • Computer Network Use

Any person wishing to use St. Andrew Parish School's computer network must sign an Acceptable Use Policy agreement before being permitted to use the equipment. This policy is as follows:

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of St. Andrew Parish School. Network and Internet access is provided to further the legitimate educational goals of this institution. St. Andrew Parish School provides computing and network resources for the use of students, employees, and others affiliated with St. Andrew Parish School. The equipment, software, and network capacities provided through St. Andrew Parish School computer services are and remain the property of St. Andrew Parish School. All users are expected to conduct their on-line 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 the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance-learning projects.
- Using Listservs and 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 uses 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, obscene material; or material protected by trade secret.

- Identifying and Providing for the Student with Special Needs

Whenever a teacher, parent or the principal initiates a concern related to a physical, social, emotional or learning difficulty about a child, a referral for a **staffing** is scheduled. The staffing is scheduled via the principal.

A **staffing** is a meeting to discuss the concern. Participants in this meeting will be the school principal, teacher(s) involved with the child, parent(s)/ guardians, the resource room teacher and any support personnel working with the student. A copy of the **staffing agenda** will be sent to all potential participants.

The **staffing** will be an opportunity for all participants to discuss, suggest, and agree upon ideas, plans and strategies for addressing the concern.

If any testing is recommended at the staffing meeting, parental authorization for this testing must be given in written form prior to any tests being given. St. Andrew's staff members or special consultants will administer testing agreed upon at this initial staffing.

A reconvening of the staffing will be scheduled to evaluate the strategies and plans agree on at the initial staffing. This will review any tests, plans, strategies, recommendations, etc., to determine whether the student needs further evaluation or interventions. If it is determined that a Multi-Disciplinary Team evaluation is necessary, the principal will contact the appropriate public school authority to initiate this process.

Documents such as agendas and minutes of staffings, authorizations for testing, results of tests, evaluations of interventions, etc., will be maintained in a temporary file (separate from the student's permanent file) in the school office. Following completion of the staffing, this file will be added to the student's cumulative student file.

- Physical Education Requirements

Each student is required to wear white-soled tennis shoes in the gymnasium. These shoes should be kept at school at all times.

All students in 5<sup>th</sup> through 8<sup>th</sup> grades are required to wear gym uniforms that are sold through the school. Students in grades 6 – 8 are also required to take a shower after gym classes unless excused by the Phy Ed instructor. Students must supply soap and a towel.

If a child has a medical reason to be excused from Phy Ed class, a written note from home or a doctor must be presented. A written notice is required when a student is able to resume participation in gym class activities as well.

- Promotion, Retention and Acceleration

(Archdiocesan Policy 5123)

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

- Athletic Eligibility Policy

Initial Eligibility: Students eligible for the Athletic Program must:

1. Be enrolled in their Parish School
2. Be enrolled in grades 5, 6, 7, or 8
3. Be willing to adhere to the policies, rules and regulations of their school and the school's athletic conference.

Continued Eligibility: Once a student has successfully satisfied the "initial eligibility" requirements, he or she must:

1. Maintain a 2.0 grade point average.
2. Grade point average shall be determined using a 4.0 system. The total points of the eight subjects will be added, and then divided by the number of subjects.
3. Eligibility shall be determined by the teacher and verified by the principal.
4. All students will be presumed eligible for the first quarter. Students will be deemed eligible or ineligible for the second quarter based on the grades of the first quarter. Students will be deemed eligible for the third quarter based on the grades of the second quarter. Students will be deemed eligible for the fourth quarter based on the grades of the third quarter. Eligibility is determined on the day report cards are sent home. After a two week period, students who were considered ineligible may be reviewed for eligibility again. Students who are ineligible should not be at practices, games or other team-based activities.
5. A student will not be able to participate in a game or practice if he / she has been absent from school on that day, unless the absence is excused by the principal (as in the case of family emergency).
6. (5-05-10: St. Andrew's Parish School Committee) Any student excused from Physical Education class due to a medical excuse from a doctor or parent will not be able to participate in an athletic practice or game on the day of the excuse.

## **ADMISSIONS**

### **Admission Policy Guidelines**

(12-16-93: St. Andrew's Parish School Committee and St. Andrew's Parish Council)

1. St. Andrew's Congregation has a commitment to maintain a parish elementary school for the benefit of parishioners and the community.
2. Children of all races and creeds are welcome to attend St. Andrew's Parish School, but priority is to be shown to children of families who are active members of St. Andrew's Congregation.
3. Archdiocesan guidelines will be followed regarding the admission of all new students (Archdiocesan Policy 5110).
4. If and when it becomes necessary to limit enrollment at St. Andrew's Parish School, the following priorities will be enforced: (Notes 1, 2, and 3 apply)
  - a. To all children currently enrolled
  - b. To children who have siblings currently enrolled
  - c. To children of active parishioners
  - d. To children from other Catholic parishes
  - e. To children of non-parishioners.

#### NOTES:

1. An active parishioner is defined as a registered parishioner who is a practicing catholic, participates in the worshipping community and contributes to the time, talent and treasure stewardship program of St. Andrew's Congregation to the best of his or her ability.
2. Parents who have children enrolled in the school are expected to participate in school activities.
3. Parents who have children enrolled in the school are expected to enter into an annual tuition agreement.

### **Class Size Policy**

(4-21-95: rev 4-12-05: St. Andrew's Parish School Committee and St. Andrew's Parish Council)

The number of students accepted in grades K – 8 with one certified full-time teacher will be set at 25 with one additional admission for new parishioners with the approval of the pastor and principal.

A waiting list will be developed to assist and maintain full enrollment. The waiting list will also be used in determining the feasibility of hiring additional staff. Enrollment from the waiting list



will follow the St. Andrew's Parish School Admissions Policy Guidelines. If all other factors are equal, students registered on the waiting list first will have priority.

- Kindergarten Admission

(Archdiocesan Policy 5111 and Wis State Statute 118.14)

No child may be admitted to 5 year old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.

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

- Early Admission into First Grade or Kindergarten

(Archdiocesan Policy 5111.1)

St. Andrew's Parish School recommends careful consideration of all aspects of a child's growth and development prior to considering early placement in Kindergarten or First Grade.

It should be understood that only parents with children whose birthdays fall prior to October 1<sup>st</sup> but after September 1<sup>st</sup> may apply for early admission. The procedures for admission of underage children are as follows:

1. The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
2. A screening or assessment program shall be used to determine the school readiness of the child.
3. Early admission to kindergarten or first grade is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situation, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

- Probationary Period

(Archdiocesan Policy 5110)

All students are on probation during the first semester of their attendance at St. Andrew's Parish School. St. Andrew's Parish School has a screening process for all new students entering the school, which may include review of student records from previous schools, interview with student and parent(s), placement testing procedures. During the first semester probationary period, St. Andrew's Parish School will determine whether or not it can meet the needs of the student.

- Entrance Screening

(Archdiocesan Policy 5110)

A screening process is conducted for students new or returning to St. Andrew's Parish School. The screening process may include a formal interview, testing, questionnaire, review of records from previous schools, etc.

- Tuition and Fees

(Archdiocesan Policy 3240 and 5125.2)

The parish community of St. Andrew recognizes that the Christian education of its children is a very important responsibility. The financial support of the school is shared by parish families through regular contributions to the parish, and by school families through their parish support, tuition, and various fund raising events. The success and effectiveness of the school and its integration into the total parish community depend greatly upon the involvement of the parents, not only in the reinforcement of the religious formation that takes place daily in the school, but also by volunteering whenever possible, and supporting your parish in other ways. It is with these principles in mind that St. Andrew Parish School sets forth the following policy:

## **St. Andrew Parish School Tuition Policy (July/2015)**

St. Andrew Parish School uses FACTS Tuition Management, an online tuition payment program that helps us manage our tuition collection process. All families are required to enroll with the on-line system and choose a tuition payment schedule as offered on that site. All families, regardless of parishioner status, are expected to adhere to the tuition payment schedule chosen.

All families are encouraged and expected to contribute personal time, talent and service to the school in conjunction with their financial obligations.

Each year, **every family will be required to sign a Tuition Agreement Form** to indicate awareness of the coming school year's tuition amount. This form will be signed by the Pastor and returned to the family prior to the start of the tuition payments being due.

### **1. TUITION & FEES COLLECTION PROCEDURES**

- a. To receive parish member tuition, an annual stewardship pledge card must be submitted.
- b. Payments will be monitored by the School Office.
- c. A first reminder will be sent to families not complying with their contractual obligations one week after the payment is due.
- d. Two weeks after the written communication has been sent, direct phone contact will be made by the principal or pastor if the written communication does not produce payment of tuition in a timely manner.
- e. If obligations have not been met by the last day of May, the school may exercise its option to seek payment through the court system. In that case, the family will pay all court costs and fees incurred by the school and allowed by law.
- f. Non-payment of agreed upon tuition and/or fees may result in non-admission for the following school year.

### **2. FINANCIAL ASSISTANCE**

- a. Application forms are available and may be granted to those families who have done the financial analysis through FACTS Tuition Management.
- b. Only the pastor and principal will have access to the names and financial information supplied by those families applying for financial assistance.
- c. Individual arrangements should be made with the principal for unusual circumstances. (Seasonal worker, unemployment, illness, etc.) All arrangements are subject to approval by the pastor.
- c. Review of these agreements is to be made on a yearly basis.

### **3. HARDSHIP FAMILIES**

- a. As a Christian community we are aware, that in some unexpected circumstances, payment of tuition

could cause financial hardship on a family. It is the responsibility of that family to make this situation known to the school office. The office and family will discuss options to maintain the child's enrollment in St. Andrew Parish School. **Only the pastor**, in consultation with the principal, is authorized to wave tuition and any other financial responsibilities.

As stated in the Archdiocese policies surrounding tuition:

**No student shall be terminated during the first semester for non-payment of the agreed upon tuition fee. Dismissal of a student in the second semester for non-payment of financial obligation is used only as a last resort when the parent or guardian has failed to demonstrate good faith in attempting to meet these obligations (Arch Policy 2205a).**

- b. The determination of "hardship" families will be the prerogative of the pastor and the principal.

#### **4. TUITION REFUNDS**

Families who leave St. Andrew during the school year shall have any paid but unused portion of their tuition refunded on a prorated (by school days attended) basis.

#### **5. STUDENT RECORDS**

- a. All tuition/school fees will need to be paid on a timely basis throughout the year, and in full, before report cards are issued at the end of the school year. Every effort will be made to avoid the embarrassment of any student, since financial obligations are the responsibility of the parents/guardians.
- b. Student records will not be transferred until all tuition and fees are paid in full.  
Student records will not be transferred until all financial payments are made to St. Andrew School.

#### **6. TUITION RATES**

Tuition rates for parish members and non-parish members are established by the School Committee and are based on actual per student costs.

#### **7. FEES**

The School Committee establishes the fee schedule. All fees must be paid prior to the start of classes and are non-refundable. All fees apply to parish and non-parish members as well as families who receive financial assistance for tuition.

#### **8. TUITION ASSISTANCE PROGRAM**

St. Andrew Parish School does have a program for tuition assistance that may reduce the family portion of tuition based upon a demonstrated need for such assistance. Families requesting assistance must fill out an application, which is part of the FACTS program. The link to the Grant and Aid Application can be found on our website. Families who receive assistance must be parish members and must volunteer in the school or parish during the school year for a minimum of 25 hours. The amount of assistance granted will be determined by family need and the amount of funds available in the Friends of St. Andrew Tuition Assistance program. The amount of assistance granted could fluctuate by applicant and by year based on the contributing factors discussed above. Being granted assistance in one year does not guarantee that assistance will be granted in subsequent years.

**9. ADDITIONAL FEES**

- a. Playground Supervision Fee is \$25.00 per family annually. NOTE: If one adult from the family will volunteer to help supervise the playground, this fee is waived.
- b. Field Trip Fees may be presented to families from time to time as needed to provide field trips. No child is banned from participating in field trips due to an inability to pay the fee. Please contact the teacher or principal if your child needs assistance with any such fees.
- c. Athletic Fees are needed to help defray the costs involved in extra-curricular sports. No student is banned from participation in sports due to an inability to pay this fee. Please contact the school office or your coach if you need assistance with this fee.
- d. Band Fees, Piano lesson fees, etc. Instruction for lessons provided through an independent instructor is paid in agreement with the instructor. Students involved in band rehearsals and concerts pay a band fee to the instructor each semester (in addition to lesson fees).

• Parish Involvement and Support

Tuition at St. Andrew’s Parish School covers only 40% of the cost of educating a child here. The remainder of the cost is subsidized by the school fund-raisers (Annual Fund Drive, St. Nick’s Breakfast, Big Ticket Raffle, Children’s Clothing Sale, etc.), and from the general Parish fund. Since the Catholic school is an integral part of the total parish and depends on the active involvement of parents – not only in the religious formation of their children but also in the financial support of the parish, it is expected that those claiming parish membership are to:

- 1. Attend Sunday Mass regularly with their children;
- 2. Participate in parish activities;
- 3. Contribute regularly to St. Andrew’s Parish over and above the tuition payment.

Families unable to meet the stated expectations must meet with the pastor or be considered as a non-parishioner and pay the non-parishioner tuition.

• Physical Examination of Students

It is required that the result of a physical exam by a licensed physician is to be filed for each pupil upon entering kindergarten.

All students who wish to participate on interscholastic sports teams must have a physical examination and approval form prior to participation, but not before May 1 of the year of participation. Physician’s approval allows for two years of participation.

• Pupil Immunization Requirements

The following are minimum required immunizations for each age / grade as designated by the Wisconsin Department of Health and Social Services. All students must comply with this requirement within 60 days of the start of the school year, unless parents sign the ‘right to non-compliance’ form on the immunization record card.

Age / Grade	DPT	Polio	Measles	Rubella	Mumps	Hep B	Varicella (Chicken Pox)
15 – 23 months	3	2	1	1	1		
2 – 4 years	4	3	1	1	1		
K – grade 12	4	4	2	2	2	3	K only

Notes:

- 1. A second MMR vaccination is required for incoming kindergartners and students entering 6<sup>th</sup> grade.
- 2. Measles and rubella vaccines must be received on or after the first birthday.
- 3. If your child received the third dose of DPT/DT/TD or polio after the fourth birthday, further doses of these vaccines may be recommended, but not required.
- 4. Verification of these vaccinations IS REQUIRED.

## ATTENDANCE

### • Absences

(Archdiocesan Policy 5113)

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family, a medical appointment or whenever the principal considers that exemption from attendance is in the best interest of the student. Pupils who are continuously absent or tardy without sufficient reason will be referred to the principal as required by Archdiocesan Policy (5113 (a)). In cases where absence is necessary, the following procedure should be followed:

1. Call the school office BEFORE 9:00 a.m. (728-6211). Please be sure to state your child's name, grade and the reason for the absence. The information is recorded in the legal attendance records. It IS okay to leave this information on our school answering machine.
2. Beginning at 9:30 a.m., we phone the homes of any absent students whose parents have not called. This procedure assures us that all children have arrived at school safely.
3. If you know in advance that your child will be absent, you may send a note or telephone us with this information.
4. Make arrangements to get the day's assignments, if at all possible. Help your child make up missed assignments.
  - a. If you would like the assignments sent home with another child or could come in to pick it up before 4:00 p.m., please telephone the school before noon to let us know. We are happy to honor this request.
  - b. Students CAN wait to find out about their missed assignments until they return to school. Students have one make-up day per day absent to make up missed assignments without penalty. Please see the 'homework policy' in this handbook for details about when this work is due.

PLEASE NOTE: Students who are absent from school ARE NOT allowed to participate in sports practice, games or other school-sponsored, extra-curricular activities on that day. Exceptions to this rule may be made – in the case of family emergencies – by contacting the school principal.

### • Illness

DO NOT SEND YOUR CHILDREN TO SCHOOL WHEN THEY ARE ILL. Except for emergency first aid, treatment for illness or bodily injury may not be given by school personnel. Fever, nausea, rashes, earache, etc. are symptoms that a parent should have checked before sending a child to school.

If your child becomes ill during the school day, parents / guardians will be contacted to pick up the child in the school office. No child will be sent home unless accompanied by a parent or someone designated by the parent / guardian.

If a child has been ill, he / she should not return to school until ready to participate fully in all school activities, including recess. Generally, if children are well enough to be in school for classes, they are well enough to go outside and get some fresh air during recess. If an exception is needed due to a chronic health condition, a NOTE MUST BE BROUGHT FROM HOME stating the reason for remaining indoors during recess, the date that the student may resume outdoor activities, and a parent signature.

All communicable diseases MUST be reported by the parents at once to the school and to the Health Department. Contagious conditions (including lice) MUST be reported by parents at once to the school, and students must be kept home until treatment is completed.

- **Release from School During the School Day**

Parent requests to release students from school during the day should be submitted in writing to the office for approval prior to the student's release from school. At the appointed time, parents MUST pick up their child at the school office, not at the classroom. Students must sign out at the office before leaving. When the student returns, he or she must sign in once again at the school office. Students are responsible for completing ON TIME any assignments missed due to this type of absence.

- **Tardiness**

(Archdiocesan Policy 5113)

It is important that children develop good habits of punctuality and responsibility. When a child is late for class, he or she disturbs the teacher, other students, and loses valuable class and instruction time. Any child who arrives at school after 8:20 a.m. is considered tardy and is required to sign in at the office. Excessive tardiness will necessitate a parent & student & principal conference to determine a plan to change the unacceptable tardiness. NOTE: Occasionally, school busses have delays and students arrive late. When the school busses are at fault, the students are not considered tardy.

**BICYCLES**

Bicycles are to be walked on the school grounds. Students are to lock bikes in the bike racks located near the wood chips (Grove St.). Students are not allowed to tamper with or ride bikes during the school day. The school is not responsible for damaged or stolen bicycles.

At the end of the school day, bike riders are dismissed after the busses leave, from the Grove St. door. Any bike rider who needs to cross 7<sup>th</sup> Street, Walworth Avenue, or Racine Street must cross at the stoplights under the supervision of the crossing guard.

**BUILDING USE AND KEY POLICY (Attached as an Appendix to this Handbook)**

**BUS TRANSPORTATION**

(Archdiocesan Policy # 3541)

Students residing in the Delavan-Darien school district and attending St. Andrew's Parish School are entitled to bus transportation to and from school. If you have questions about your bus route or schedule, please call Dousman Transport (school bus company) (728-2166). Parents living outside of the Delavan-Darien School District are responsible for their own transportation. Please contact the school for ideas for car-pooling.

**CELL PHONE USE IN SCHOOL**

Cell phones are not to be used during the school day. They may be brought to school for use before or after the school day. During the day, this includes break time and lunch time; cell phones must be turned off and kept in the student's backpack. Cell phones may be used only with permission of the teacher for a specific reason.

If a student is found with his/her cell phone on or in his/her possession during the school day, the following will happen:

- the cell phone will be confiscated
- the parent will need to come to the school office to pick up the cell phone
- the student will be given a check in the middle school discipline plan
- a notice will be sent to parents

## **CHANGE OF ADDRESS OR PHONE NUMBERS**

A change of address or phone number should be reported to the school office immediately. You may send a note or telephone us with this information. There is an answering machine available if you need to call during non-school hours.

## **CHILD CUSTODY**

(Archdiocesan Policy 51 24.2)

When a student is the subject of a court decree, St. Andrew Parish School requests the custodial parent to submit a copy of the court decree about the student. St. Andrew Parish School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. If the parent with whom the child does NOT live requests student information, a copy of the student report card shall be issued in conformity with Wisconsin Statute 118.125 (2), (a) unless the parent with whom the child does not live has been denied periods of physical placement with the child by the Court under Wisconsin Statute 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 Wisconsin Statute 118.125 (2), (m).

## **CLASS SIZE**

Please see "Class Size Policy" under ADMISSIONS in this handbook.

## **COMMUNICATION WITH FAMILIES**

Open communication between school and home is a tremendous asset to a child's education. Here are some of the channels through which St. Andrew's Parish School will keep in touch with you at home.

- **Option C – Parent Alert System**

St. Andrew School uses the **Option C - Parent Alert System**. This system notifies parents of important school information by text, e-mail and phone (depending on the options you choose).

**Please make sure that your contact information for Option C is kept up to date.**

- **Weekly Emails**

**School information will be sent home both electronically and in the Family Envelope every Tuesday.** Therefore it is very important to notify the office in the event of a change of email address. Anything that needs to be returned to the school (such as permission slips, money, etc.) will be sent home in the Family Envelope and should be returned the next day in the Family Envelope.

- **Teacher Communication**

As needed, parents may receive notes, phone calls, or emails to keep them posted on happenings in the classroom such as field trips, events, individual concerns, etc. All teachers and staff have confidential email at school. You may contact them with information about your child or questions about school. Please do not use email for emergency situations. A full list of teacher email addresses is attached as an appendix to this handbook.

- **Parent / Student / Teacher Conferences**

(ArchdiocesanPolicy#5124.1)

Mandatory Parent / Student / Teacher conferences are held in the fall. During this time, parents meet with the student's teacher(s) to discuss the child's progress in all areas of the curriculum. The student is expected to be present at this conference unless otherwise noted by the teacher. Another opportunity for Parent / Student /Teacher conferences is provided in January. Parents or Teachers may request a conference at any time other than that designated on the school calendar. If you would like to

schedule a conference, please contact the teacher through the school office (728-6211) for an appointment.

- **Observation in Our Classrooms**

Special events during the year provide an opportunity for anyone to visit our classrooms during the school day. If you would like to observe a class in progress at any time other than these public events, it is imperative to our security that you first stop in the office so that we know you are in the building.

- **Formal Reports to Parents**

Report Cards are issued quarterly during the school year. These are sent home with the student unless other arrangements are made. Parents are asked to review the report card, sign the ENVELOPE that the card came home in, and return the envelope to school. Please see the section entitled "Grading Policies" in this handbook for more detail. Parents are able to check their students progress at anytime by logging in to their "Option C" accounts.

- **Student Records**

St. Andrew's Parish School keeps records for each student enrolled. General information such as name, birthday, and activities is considered public information and may be released to the media and appropriate persons unless the parent/guardian refuses such use in writing. Progress Reports, Behavior Reports, health information, etc. are part of the student's CONFIDENTIAL file and will not be released without expressed written consent of the parent or legal guardian.

Parents have a legal right to access to all files kept for their children within 24 hours of such request.

### **CONCILIATION PROCEDURE FOR PARENTS**

(Archdiocesan Policy 1312(a))

Peace is the process of working to resolve conflicts in such a way that both sides win, with increased harmony as the outcome of the conflict and its resolution. Conflict occurs most frequently when there is a lack of communication. As a Christian community, we are committed to a more cooperative, mutual style of communication. For this reason, we have established a process to be used when concerns or problems arise -- a process that brings people together to listen to one another.

The procedure for handling complaints follows:

1. The parent or student must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.
2. If there is no resolution, the parent(s) / guardian can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten working days after the informal meeting noted above. The letter must contain the following: the date / time / place of the informal meeting; the name and position of the employee with whom the disagreement exists; factual information and background regarding the disagreement; specific recommendations for resolution of the issue. After receipt of the letter, the supervisor will provide the employee five work days to respond and then schedule a meeting of all parties within ten days to work through conciliation toward resolution. Should resolution occur, the process is concluded.
3. If resolution does not occur through either the informal meeting or in step one, the parent(s) / guardian(s) will provide the pastor with a copy of the letter noted in step one within five working days of the completion of step one. The pastor will immediately call on the employee for his / her response and attempt to resolve the situation in one of the following manners:



- a. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
  - b. The pastor may contact the Archdiocese Office for Schools, Child and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
  - c. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. (See next step, below).
4. If there is no resolution yet, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty days after the parent(s) / guardian(s) forwards a copy of the letter noted in step 1 to the committee. The committee, appointed by the pastor, and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur, a final step may be initiated.
  5. Should resolution not occur yet, the parent(s) / guardian(s) can submit, within ten working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.  
 The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for Parishes will convene the grievance committee and chair its proceedings.  
 Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved. The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

## **DAILY SCHEDULE**

### **Before School**

Supervision of our playground area before school begins at 8:00 a.m. daily. Because there is no supervision until 8:00, students who do not ride the bus are asked to remain home until 8:00. Morning childcare is provided for a minimal fee for all students who heed to be dropped off prior to 8:00 a.m. For the safety of our students, please do not drive on to the playground while students are outside. There is a designated area, turning on to our playground from 8<sup>th</sup> Street, for dropping off students in the mornings.

All students are expected to be at school at 8:15 when the bell is rung. Students line up by class on the playground and then are welcomed in to school. For security reasons, the playground doors are locked as soon as all students have entered the building. If your child is late, he / she should be taken to the front doors to enter, and check in at the office before going to the classroom.

### **The School Day**

The doors open at 8:15 each morning. Students have time to take care of belongings and business, such as delivering messages, etc). Classes begin at 8:20 with a prayer and the Pledge of Allegiance. Lunchtime is at 11:35 for grades 1 – 4 and 12:05 for grades 5 – 8.

### **The End of the Day**

Dismissal from school is at 3:15 PM.

Students who ride busses are dismissed out the doors on the side of the building, leading to Grove Street.

Students who will be riding in private autos will be dismissed to the playground / parking lot. Please use extreme caution when arriving and leaving this area. If you pick up your child, please follow our horseshoe-shaped route through the parking lot, entering and leaving from 8<sup>th</sup> Street.

Teachers will watch for your car, and try to have your child(ren) waiting for you at one of the designated parking spots near the school. As required by Wisconsin state law, all children must be safely seat-belted before leaving the school grounds.

Students who walk are dismissed from the front doors of our school building, and supervised by a Crossing Guard as they cross the busy intersection at the stoplights (7<sup>th</sup> and Walworth). All walkers who need to cross 7th St. or Walworth or Racine Avenues **MUST CROSS AT THE STOPLIGHTS UNDER THE SUPERVISION OF THE CROSSING GUARD.**

Bike riders are dismissed after the busses leave, from the Grove Street door. Any bike rider who needs to cross 7th St. or Walworth or Racine Avenue **MUST CROSS AT THE STOPLIGHTS UNDER THE SUPERVISION OF THE CROSSING GUARD.**

- After School Day Care

A before and after school care program is available for students enrolled in St. Andrew's Kindergarten through 5<sup>th</sup> grade, or in Delavan Nursery Center (preschool). This care is provided on site all school days from 7am until 8am and 3:15 until 5:45 p.m. For information regarding our before and after school care program or to enroll, please call Mary Jo Wooldridge at 728-8127.

- Changes in Your Child's "Departure from School" Routine

All students must bring a note from home if they will not be traveling from school in the usual routine. For example, if your daughter usually rides a bus but will be picked up by Grandpa today, please send a note or telephone the office (before 2:00 p.m. if possible) so that we know how she will be traveling home. It is difficult to rely on the youngsters' memories for these details, and we don't want to hold a student to be a "car-rider" (causing them to miss the bus) if we aren't supposed to! Thank you for helping us with this...notify us of any change in your child's usual routine.

**PLEASE NOTE:** Teachers are responsible for their students until the very last one leaves for the day, and must actively supervise students. If you need to see a teacher about a specific question, concern or detail, you will have a more satisfying discussion if you make an appointment rather than "drop in" at the beginning or end of the day. All teachers want to keep clear communication and talk with you about your concerns, but it is very difficult to listen carefully when they are still supervising students. Thanks for your understanding.

## Discipline

St. Andrew Parish School is dedicated to ensuring the formation of our students as responsible, faith-filled Catholic leaders. St. Andrew Parish School will:

1. Provide students with a God-centered education during formative years.
2. Help to develop students into committed Catholics by means of a Catholic atmosphere and by participation in meaningful liturgies.
3. Offer the students a highly qualified faculty, dedicated to a superior scholastic education, pursuit of cultural goals and natural development, all within the proper perspective of Catholic living and learning.

- School Rules

1. Accept people for who they are and what their job is.
2. Respect others' right to learn and the teachers' right to teach.
3. Walk in the building at all times.

4. No name-calling, teasing, gossiping, swearing or roughhousing.
5. Be on time for class, have all materials ready, and be prepared to work.
6. Permission must be given for students to eat candy during school. No gum chewing at any time.
7. Always leave a place better than you found it.
8. Have all homework done, completely, neatly and labeled, and turn it in on time.  
\* Grades will be lowered on late assignments if homework is not done on time. If work is poorly done, the student will be asked to re-do the assignment. If a student is ill and absent when work is assigned, then the student has one day per sick day to turn in completed assignments. Absences due to vacation are handled differently. Please refer to Parent-Student Handbook.
9. Respect other people's possessions, property, and privacy.
10. All students must follow the school dress code.
11. Be honest. Do not cheat in any way.  
\*If a student cheats on any work or test, the student will be given a "0" for that work.
12. Everyone has a right to be safe; do not harm people in any way.

### Playground Rules

1. No tag on the woodchips.
2. No balls on the woodchips.
3. No jumping off of the equipment.
4. Slide down the slide; do not crawl up the slide.
5. Swings only go back and forth, not side to side or twisting.
6. No throwing or kicking the ball against the wall.
7. Jump ropes are for jumping only.
8. No climbing on the fenced wall.
9. Ask permission to get balls from road, beyond the orange cones, or yard.
10. Do not throw woodchips, leaves or snowballs.
11. No sliding on the ice.
12. Must have boots and snow pants to play on snow mountains or snow-covered woodchips.
13. No pushing others down from the climber or snow mountains.
14. First bell means recess is over. Second bell means silent, facing forward, hands to self.

No warnings will be given. Each rule broken will mean 5 minutes on the wall.

### **CONFLICT RESOLUTION      Attached as an Appendix to this Handbook**

### **DISCIPLINARY ACTION FOR MIDDLE SCHOOL**

When a student displays frequent, excessive, or severe disturbances, the student will be referred to the principal. The principal will follow this procedure:

1st referral = conference with student, parent will be notified, and time will be lost from recess  
2nd referral = all of the above will occur, and a conference will be scheduled with the parents, student, principal and possibly the involved teacher

3rd referral = all of the above will occur, and student will be placed in after-school detention until 4:30. Parents will need to pick up the student from detention at 4:30 p.m.

4th referral = all of the above will occur, and student will be placed on probation (see probation policy, below)

If, after a disciplinary referral is made, a student progresses for nine consecutive weeks without another referral, the student's status is cleared of the previous referral(s). This procedure allows for a student to improve and 'redeem' his or her self.

Certain situations, especially those that involve potential or actual physical danger, will accelerate the above steps, and will lengthen the necessary elapsed time for clearing the referral from the student's records.

Parents are liable for any damage done by a student to school property.

• Probation, Suspension, Expulsion Policy

(Archdiocesan Policy 5114)

According to Archdiocesan policy, whenever a student's behavior in school deviates too far from the limits of acceptability, or his conduct is such that it endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. Examples of, but not limited to serious behaviors, are:

- possession or use of weapons or possession of 'look alike' weapons
- possession of illegal drugs or alcohol
- possession or use of any object deemed potentially harmful to others
- vandalism
- fighting
- verbal abuse
- harassment
- any severe or inappropriate conduct on school premises or at school related activities that endangers the life or safety of another
- threats, verbal or written, which imply physical or mental harm

Such action may be of three kinds:

1. **Probation:** A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.
2. **Suspension:** Suspension is a temporary termination of enrollment until stipulated conditions are met. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action. In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school. Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.
3. **Expulsion:** Expulsion is a termination of enrollment permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct that 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 expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well-articulated in the family handbook.

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

• **Expulsion Procedures:**

1. The actions and procedures for probation, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents / legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the pastor. The recommendation will be to

\* expel

\* suggest other disciplinary actions in lieu of expulsion

\* exonerate the student of any wrongdoing

**DRESS CODE**

**The hallmark of St. Andrew's dress code is Christian modesty:**

1. It allows the student to focus on academics rather than on dress.
2. It helps to eliminate competition for expensive and or fad clothing.
3. It helps the student when getting ready for school in the morning.

**A. For all school days, students are expected to dress in neat, clean, modest, and appropriately fitting clothing for school.**

1. Students are to wear jeans without holes or rips or solid color pants appropriate for school. Wind pants and sweatpants are not acceptable.
2. Capris or skirts of a modest length may be worn.
3. Shirts with a collar are recommended.
4. Shirts must have capped sleeves at least and should be based on the ideals of Christian modesty and appropriate for school.
5. Shoes worn should be safe, practical, and age-appropriate.
  - i. Grades K – 4 students should have a full-backed shoe with covered toe and flatheel.
  - ii. Grades 5 – 8 students may wear slip-on shoes – not flip-flops or slippers.
6. Headwear of any kind should not be worn in the building.
7. Only ears may be pierced. Acceptable forms of jewelry include one pair of earrings that do not come below the earlobe (no dangle or hoop earrings), a watch, a ring that is appropriate to age level and or a single chain necklace.
8. Students are expected to wear neat, clean hairstyles appropriate to age level and good taste. No “Fad” haircuts. Hair coloring is limited to those colors that are generally considered “natural” hair colors.
9. Students are not allowed to wear makeup.
10. **Shorts**, mid-thigh in length or longer may be worn after April 15 and before October 15. The Principal does reserve the right to change these dates in the event of unusually warm weather. No Athletic shorts may be worn. Shorts may NOT be worn to Mass.

**B. Days when children attend mass:**

1. Students should wear a **solid** green short or long sleeve polo shirt. (“Kelly” green is the preferred color)
  2. Solid colored dress pants should be worn that are navy, black, khaki or from the “tan” family.
  3. Solid colored capris or skirts of modest lengths in the above mentioned colors are acceptable.
  4. Students are to remain in mass clothes throughout the entire school day unless otherwise noted.
  5. Shorts may NOT be worn to Mass.
- C. Students in grades 5 – 8 will be required to wear **gym uniforms** during gym classes unless otherwise specified. Uniforms may be purchased from the school office. Students do not participate in Phy. Ed. without their uniform.

\*\*\*Appropriate outside seasonal clothing must be worn. Children should wear coats that are appropriate for the weather.

- D. Final decision as to the inappropriateness of one of the addressed dress code requirements will be made by the principal, or in her absence, the administrative assistant.

**CONSEQUENCES OF DRESS CODE VIOLATION:**

1. Middle School Students will receive a check as a warning in the Middle School Discipline plan for breaking dress code. If the dress code is violated a second time the parent will be notified and asked to deliver appropriate clothes to school.
2. Students in grades K-4 will receive a warning for first time offense. In any subsequent matters the parent may be notified and asked to deliver appropriate clothes to school. If this attempt is unsuccessful, appropriate action will be taken and may include borrowing clothing items from the lost & found, turning offensive shirts inside out, or wearing gym uniforms.

Parental Role: While the faculty and staff have the responsibility to review and respond to student appearance, the school expects the parents to monitor the appearance of their children before the child even enters the building. As a reminder, parents need to supervise their child’s clothing choices and guide them in making the correct choice. We expect the basic philosophy at home to be this: if it is questionable whether an item of clothing would be acceptable, then do not wear it to school.

Dress Code policy updated 5/2014

**Electronic Items in School**

Students will not use electronic items during the day at school. These items would include such things as video games, iPads, tablets, iPods, MP3 players, cell phones, etc. **(please see Cell Phone Policy on p. 13)** These items may only be brought to school at the discretion of the teacher.

If a student is found using an item during the day the following will happen:

- The item will be confiscated
- The item will be returned to the student at the end of the day
- The parent will be notified
- The student will be given a check in the middle school discipline plan

**EMERGENCY INFORMATION**

Because accidents or illnesses do occur at school, it is important that up-to-date parental and emergency contact information be provided to the school office. It is imperative that you notify us of any changes in contact persons, phone numbers or addresses.

The student information/emergency form is to be completed and returned prior to the first day of school. One form must be completed for each family. It is necessary for parents to notify the school office of any changes to phone numbers, addresses, etc. for this form.

## **EMERGENCY SCHOOL-CLOSING**

(Archdiocesan Policy 6114.6)

Emergency closing of the school due to snow or other conditions will be announced on radio station WTMJ (620 AM) or WMIR (1550AM)

If the Delavan-Darien Public Schools are closed due to inclement weather, St. Andrew's Parish School will also be closed.

If school is dismissed early due to inclement weather, a parent/guardian will be notified by phone call, text or email, through the Option C Parent Alert System.

## **EMERGENCY EVACUATION OF SCHOOL**

If St. Andrew's Parish School would be evacuated for any emergency reason (e.g. fire), all students would be evacuated to DELAVAN CHRISTIAN SCHOOL, located 5 blocks away at 820 Oak Street, phone 728-5667. Students would wait to be transported home from there. In this type of emergency, we will make every attempt to notify you through our phone-calling tree, as well as make such an announcement on the above radio stations.

## **EXTRA-CLASS ACTIVITIES**

(Archdiocesan Policy 6145)

### • Philosophy

Saint Andrew's Parish School enthusiastically encourages student participation in athletic and other extracurricular activities. Such student involvement, however, must never come at the expense of that student's academic achievement. The goal of St. Andrew's is to foster the growth of well-rounded children. Extra-curriculars contribute to such growth, but always relative to an individual's scholastic capabilities.

St. Andrew's Parish School offers Knowledge Quest, volleyball, basketball, band, ski club, and art club as extra-curricular activities. These activities are open primarily to students in the upper grades and are entirely voluntary.

Archdiocesan and Conference regulations require that students cannot participate in two 'same-sport' conferences per season. This translates to mean that students cannot play both school and city league basketball, for example. Students CAN participate in two different sports, however, so city league soccer or Red Devils Football and school league volleyball is allowed.

All of our extra-curricular activities are supervised/coached by volunteers. If you are interested in helping with any of these activities, or have another activity in mind, please call the school office. We're always open to more help!

### • Athletic Philosophy and Policy

At St. Andrew's Parish School, athletics are offered as an extra-curricular activity. The goals of these activities are to promote a Christian attitude while learning and enjoying a sport.

The team coach is primarily responsible for teaching techniques, rules and teamwork, and also sportsmanship, enjoyment of the game, respect for officials, coaches and players.

In light of this philosophy, there are two main rules for our coaches to adhere to:

1. All team members who practice with the team during the week will play at that week's game.
2. Team rosters will be set at the beginning of the season. Members of a team will play only on their rostered team.
  - a. Exceptions to this may be made before the season when there aren't enough players to set rosters.
  - b. Exceptions may be made during the season, with the approval of all involved coaches, in emergency situations such as injury or illness.

- **Band**

Students in grades 5 through 8 have the opportunity to learn a musical instrument and play with the band. Instruction is provided by Mrs. Kelly Hawkins in our school building and during our school day. Full band rehearsals may be conducted weekly at one of the participating schools (Delavan Christian or Our Redeemer School), and transportation for these rehearsals will be arranged. Students contract with the instructor for lessons and pay for them per semester.

- **Basketball teams for grades 5 - 8**

St. Andrew's sponsors basketball teams for interested students in grades 5 - 8. Basketball season runs from November through March, with practices during the week in the after school and evening hours.

Coaches of these teams are volunteers, and family members of players are expected to help with concession sales, supervision, set-up or clean-up committees.

Please note the Athletic Eligibility Policy stated under the heading "ACADEMICS" in this handbook.

- **Basketball experience for grades K – 4<sup>th</sup>**

Students in grades Kindergarten through 4<sup>th</sup> grade may participate in a Saturday morning recreational basketball program. This runs for six weeks in January and February. Emphasis is on fun, friendships, sportsmanship, and beginning basketball skills. Volunteers are needed to run this program.

- **Ski Club**

The Home and School Committee sponsors a Ski Club for students in grades 3 - 8 to learn and enjoy this winter sport. The Ski Club goes on weekly ski trips to a local ski resort. There are fees for lift tickets, ski rentals and bus transportation. Information regarding this activity is sent home to families prior to the winter season.

- **Student Council**

Students in grades 5 – 8 are invited to join Student Council. The Council meets monthly with a teacher-advisor to promote school pride, plan and run selected special events such as Red Ribbon Week and Catholic Schools Week. There are no elections to join Student Council.

- **Volleyball**

A Girls' Volleyball Team for grades 5 - 8 is sponsored for interested students. The Volleyball season runs for 8 weeks in the early fall (September through October). Practices and games will be held primarily on weeknights.

Coaches for the Volleyball Team are volunteers, and family members of players are expected to help with supervision, set-up, clean up, and ticket sales.

### **FIELD TRIPS**

Educational and fun field trips are planned throughout the year for all grades. The trip will be arranged by the teacher with the consent of the principal. Parents will be contacted for written permission. No student will be allowed on a field trip unless a signed permission slip is on file.

Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent. Occasionally there will be a fee incurred by the student for the cost of the field trip. No student will be denied participation on a field trip due to cost. In the event that a family cannot afford the cost, please call the principal or child's teacher, or simply mark the appropriate 'scholarship request' box on the permission slip to make arrangements.



- Archdiocesan Vehicle Information Sheet

Any person using their own vehicle to transport students on field trips must complete an Archdiocesan Vehicle Information Sheet. These sheets are available in the office, and provide the school with insurance information. This enables us to better ensure the safety of our students. Once you have filed a Vehicle Information Sheet with the office, you do not need to file again unless you purchase a new vehicle or change insurance policies.

ALL STUDENTS RIDING IN AUTOMOBILES MUST WEAR SEATBELTS.

- Safeguarding All God's Children training

All chaperones on all field trips MUST have completed the Archdiocese of Milwaukee training, "Safeguarding All God's Children" and have filed the certificate of completion with the school office prior to the field trip.

**FIRE DRILLS / TORNADO DRILLS**

(Archdiocesan Policy 6114.1)

Fire drills are held once a month throughout the school year. Children are instructed in regard to the route, conduct and procedures to be followed. Regulations established by the State of Wisconsin Fire Code are followed.

Tornado safety is taught in early spring. Tornado drills are held during this time. Safety procedures and routes to safety are posted in all schoolrooms and are available for review in the school office.

**HOT LUNCH PROGRAM**

The hot lunch program is available beginning on the first day of school. Lunches may be purchased by the week or month and payment is due to the office before the 10<sup>th</sup> of the month to avoid a late fee. The cost of hot lunch will be included on the hot lunch menu, which is sent home at the beginning of the month.

When sending cash or check, please seal the money in an envelope with your child's name and grade written on it. If a child forgets lunch money or forgets his cold lunch, hot lunch will still be provided with payment expected on the next school day.

**Policy - 5140.4 - Archdiocese of Milwaukee - Policy approved: 5/11/2006**

**Welfare, Health and Safety**

**School Wellness Policy**

**Nutrition Education**

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. Schools should provide nutrition education that is appropriate for and reflects students' cultures; is integrated into subjects such as math and reading; and provides opportunities for students to practice skills and have fun. Schools should also choose education curricula that are easy to teach and foster lifelong healthy eating.

The key elements of the school's nutrition education policy are that:

1. Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school lunchroom as well as in the classroom, with coordination between the foodservice staff and teachers.
3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.
4. Health education curriculum standards and guidelines include both nutrition and physical education.
5. Nutrition is integrated into the health education and other core curricula (e.g., math, science,

- language arts.)
6. Schools link nutrition education activities with the school health program.
  7. Staff who provides nutrition education have appropriate training.

### **Physical Activity**

The primary goals for the schools' physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle.

The key elements of the school's physical activity policy are that:

1. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess/free-time, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before-and/or after school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
3. Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
4. Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

### **Other School-Based Activities**

The primary goal for school-based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active.

The key elements of the school's activities policy are that:

1. The school provides a clean, safe, enjoyable meal environment for students.
2. The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school makes drinking fountains available so that students can get water at meals and throughout the day.
4. The school encourages all students participate in school meals program and protects the identity of students who eat free and reduced price meals.
5. The school encourages fundraising efforts that are supportive of healthy eating.
6. The school provides opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
7. The school makes efforts to keep physical activity facilities open for use by students outside school hours.
8. The school encourages parents, teachers, administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
9. The school encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas..

**Regulations - 5140.4 (b) - Archdiocese of Milwaukee - Policy approved: 5/11/2006**

### **School Wellness Policy**

#### **School Nutrition Guidelines**

Nutrition influences a child's development, health, well being and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and

healthy food choices.

The policy of our school is to:

**1. Provide a positive environment and appropriate knowledge regarding food.**

Ensure that all students have access to healthy food choices during school and at school functions. Provide a pleasant eating environment for students and staff.

Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

**2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.**

**3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.**

**4. Reduce student access to foods of minimal nutritional value.**

Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.

Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:

- Reducing access to non-nutritional foods
- Educating students about healthy foods

**The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.**

**Regulations - 5140.4 (c) - Archdiocese of Milwaukee - Policy approved: 5/11/2006**

***Welfare, Health and Safety***

**School 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 this in preparing lunches, treats and snacks. The school will establish allergy free zones in the lunchroom and other instructional areas where appropriate.

**It is the parents' responsibility to notify the school and homeroom teacher of any allergies and to provide any snacks for their own child(ren).**

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

**IN-SCHOOL MEDICAL CHECKS**

With the aid of the Department of Public Health and other volunteers, all St. Andrew's students have their vision checked each fall. Limited classes also have their hearing examined.

Occasionally, it is necessary to inspect hair for symptoms of lice. Lice are easily spread in a school, and inspections are done when there is a suspicion of lice. If a student is found to have lice, the student must go home until treatment is completed.

**LIBRARY**

Children in grades K - 4 have a scheduled library time period each week. Children are encouraged to check out books regularly. Books are checked out for a two-week period. There are no fines for overdue books, but students with overdue books may not check out any more books until the late ones are returned.

If books are damaged, lost or not returned, the student must pay the full replacement cost of the book. Volunteers staff our school library. If you or anyone you know would like to assist in our library, please contact the school office.

## **LOST ARTICLES**

Please label your child's belongings clearly with his / her name. A Lost & Found table is located near the central bulletin boards in the school. Please have your child check the lost and found table for lost hats, mittens, etc. Items that are not claimed after several weeks will be donated to Good Will.

## **MANDATORY PARENT MEETING**

(St. Andrew's Parish School Committee policy, adopted May 11, 1999; revised January 9, 2001)

St. Andrew's Parish School Committee will sponsor an annual meeting with mandatory attendance by parent(s) of all children enrolled in St. Andrew's Parish School. This meeting will be held in February and is referred to as a Parent Town Hall Meeting.

## **MEDICATION**

(Archdiocesan Policy #5140.2a)

### Administration of Medication to Students

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. 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.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication.
  - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - c. The School Secretary, 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, the name of prescription medication, the dose, the effective date, and the directions for administration. A parent or guardian must supply the prescription medication.
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 parent or guardian must supply the over-the-counter medication. 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 Secretary, 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 form 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 care plan for a student who requires an emergency prescription medication.

Medication consent forms are available as a single sheet, as an APPENDIX to this handbook, are available on the school website, or can be obtained from the school office.

### **NOTIFICATION OF ASBESTOS**

St. Andrew's Parish School has an Asbestos Management Plan in place that is required by the Environmental Protection Agency. The management plan is available for your inspection at the school office.

### **PARENT AND FAMILY INVOLVEMENT**

#### **Get Involved In Your Child's Education**

All parents and other interested family members are invited and encouraged to become involved in the education of our children. Indeed, it has been shown that students whose families take an active role in their education have more success in school than their counterparts without such involvement.

Volunteers are an important, vital part of our school. Many tasks are accomplished through the efforts of volunteers. All families are expected to volunteer in support of the school in whatever way(s) they can. Each year, a sign-up sheet for volunteer positions is sent to all school families. This sheet should be returned to the school office as soon as possible. From these volunteer sheets, chair people of events, etc., will gather names of family members who are willing to help with particular tasks. Chairs will communicate with volunteers about specific details.

Volunteers who work directly with children must permit the school to run background checks and must have participated in *Safeguarding All God's Children* training.

#### **Standing Committees Help Support Our School**

##### **School Committee**

This is an elected group of school parents. Its function is to form school policy, establish and monitor the school budget, fund-raising, long-range planning, public relations, recruitment and retention and promote St. Andrew's Parish School. Elections for seats on the School Committee occur each spring and are for three-year terms.

##### **Home and School Committee**

This is an organization of all parents with students in St. Andrew's Parish School. There are officers to oversee the activities of the group. In previous years, this group has accomplished many "extra's" for our school such as: refurbishing the locker rooms, improving the school bathrooms, renovating the school library, purchasing new desks for all classrooms; new basketball uniforms; painting game lines on the playground and updating playground equipment; painting ceilings and classrooms; organizing "clean-up and fix-up" days; supplying new maps and globes for all our classrooms; hosting student assemblies – with storytellers, musicians and athletes; bus transportation for various field trips; cash for teachers to use in purchasing items for classrooms; assistance with the costs of our Graduation Ceremony; Parent Information and Discussion Sessions; and much, much more.

Home and School Committee Meetings are held each month in Faculty Room. All parents are encouraged to participate in these meetings.

### Athletic Committee

This is a volunteer group comprised of 8 members. Any parent or guardian of a student in St. Andrew School or Religious Education Program and interested in our athletic program is eligible to serve on this committee.

### Technology Committee

This group meets to oversee the implementation of our school technology plan. The committee is voluntary and will welcome new members at any time during the year.

## **RELIGIOUS INSTRUCTION**

- Daily Classes

Daily religion classes are taught using the Doctrines of Vatican II, scripture and prayer. The heritage, history and traditions of the Catholic Church are explored through formal instruction, prayer experiences, liturgical celebrations and service projects.

There is a text used for the religion classes in all grades.

- Liturgy

The experience of worship and participation in the Mass is an important part of being in a Catholic School. Students participate in the planning and hosting of school liturgies. Families are always welcome and encouraged to participate in the school liturgies.

- Prayer

Prayer is an integral part of every school day. Each day begins and ends with prayer. Children learn the value of participating in formal and spontaneous prayers, in-class and all-school prayer services.

- Sacramental Instructional Programs

#### First Eucharist

Is usually received during the Second Grade year. Instruction and preparation for the sacrament is incorporated into the school curriculum.

The First Eucharist Celebrations and parent sessions are held cooperatively with the Parish Religious Education Program. Parent and student sessions and prayer services are scheduled during the school year. Attendance at these evening sessions by both parent and child is mandatory for receiving the sacrament.

#### First Reconciliation

Will be received during the Second Grade year. Instruction and preparation for the sacrament is incorporated into the school curriculum. The First Reconciliation ceremony and parent sessions are held cooperatively with the Parish Religious Education Program. There are mandatory parent meetings scheduled during the year prior to the First Reconciliation.

## **SCHOOL PROPERTY**

(Archdiocesan Policy 5145.2)

- Care of Books / Property

The students have the privilege of using textbooks, desks, storage areas, and other materials supplied by the school. Textbooks are to be covered with a properly fitting book cover and are to be carried to

and from school in a sturdy book bag. Parents of students will be held responsible for the full replacement cost of any materials or property that are lost or damaged through their children's negligence. If any school property is damaged, parents will be notified and the principal will make a decision as to the replacement or repair cost.

- **Search and Seizure**

St. Andrew's School desks, closets, bins and lockers are the property of the school and at no time does the school relinquish its exclusive control of these for the convenience of students. School authorities for any reason, may conduct periodic general inspections of desks, etc. and any items in the desks, etc. at any time, without notice, without student consent, and without a search warrant.

**SCHOOL OFFICE**

The school office is open when school is in session from 7:45 a.m. to 3:30 p.m. All calls regarding school business should be placed to 728-6211. Teachers are not called from class during teaching hours to answer phone calls. When necessary, you may leave a message and teachers will return your call during their unscheduled time.

**STANDARDIZED TESTING (Archdiocesan Policy 5120.1)**

The Archdiocesan standardized testing program consists of the IOWA TESTS OF BASIC SKILLS AND COGNITIVE ABILITIES TESTS. It is mandatory for students in grades 3, 5, & 7 to take these tests during the month of March.

Parents of students who take the tests will receive detailed information about their child's results. All school families will receive information regarding the overall performance of our students on the tests. The school faculty utilizes the school results to help in the evaluation of our school curriculum and teaching methods.

During this same time (March of the year for grades 3, 5, & 7), students are given standardized assessments of knowledge of our Catholic faith and traditions. The results of these tests are not given in individual student format, but only by group. The results are intended solely for the purpose of assessing our curriculum, experiences and methodology in the teaching of religion.

**TRANSFER**

If a family is going to move and this will involve a change of schools, parents are asked to notify the school in advance so that the necessary forms can be completed before the child leaves the school.

No records may be sent to another school without the written permission of the parent. All school and library books must be returned and all outstanding financial obligations met.

**VACATIONS**

There is no way to duplicate the classroom experience after a child has been absent. For that reason, parents are urged not to schedule vacations when classes are in session. If a vacation during school time is unavoidable, parents are asked to notify the school office and teacher as early as possible.

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

**VISITS AND CALLS**

Parents are welcome to visit school during the day; however, due to security, testing, field trips, or other events, it is a good idea to call the school office prior to your visit. **Please report to the school office upon entering the building.**

No teacher is to be disturbed during class, immediately before a class period, or while supervising children. Teachers will be available for parent needs outside of class hours. Business of any nature between a parent and teacher should not be taken care of in school hallways or classrooms when students are present. Appointments should be made in advance by calling the school at 262-728-6211.

### **VOLUNTEERS**

Volunteers are a tremendously important part of our school! We depend upon an amazing number of helpers throughout the year. Each family is asked to review and complete the volunteer sign-up sheet, as well as watch the family envelope for opportunities to volunteer.

All volunteers who will be working directly with children will be required to participate in the “Safeguarding All God’s Children” training provided through the Archdiocese of Milwaukee.