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**\*\* Please look at the end of the Handbook for additional  
Archdiocesan Policies for Athletics and Discipline\*\***

## WELCOME TO THE ST. PAUL *POWER*

Congratulations! I commend you for choosing St. Paul for the education of your children! Over 40 years of research continue to indicate that private schools do the best job of preparing our students to be the *future leaders of our nation*. Additionally, *Catholic* schools do the best job of **all** private schools, and, we also prepare our students to be the *future leaders of our church*! What an exciting combination! What an exciting contribution!

Within the walls of this beloved building, we are committed to helping all of our students experience the **POWER: Prayer, Outreach, Worship, Education, and Relationships**! These pillars of our elementary and middle school programs are Wisconsin *and* Archdiocesan standards-based and also Christian values-driven. They guide us in forming students who are 21<sup>st</sup> century learners ready to meet the academic, social and moral challenges of their future.

This year our school community will work very closely with our parish personnel to understand and learn the changes that will take place with the Roman Missal. These changes will impact the way all English speaking countries will pray the liturgy.

Our all school year-long commitment will be:

**Come!  
Now is the time  
to worship God,  
to learn,  
and to love one another  
with POWER!**

Please use the information offered in this handbook as a reference guide to the many questions you may have during the school year. Should any issues develop that are not covered in our handbook, we will reference the Archdiocesan Policy Handbook which is available in our office for your examination.

As your principal, I invite you, our parent-partners, to bring any questions or concerns that you may have to my attention. If I am not immediately available to help, I will respond as soon as possible; or, I will direct an appropriate teacher or other staff member to follow up with you.

I look forward to working with the teaching staff, **all** licensed professionals, and with our students in the coming year. I am truly excited about the work we will accomplish together. We are grateful for the generous support of our parish, enabling us to offer this educational opportunity for its children. Especially during this ever-changing and challenging economic period of time, I wish to thank you for your enthusiastic support of our school as well as your active participation in and financial support of our parish.

All for the glory of God!

Cherie Sanford, Principal

# ST. PAUL CATHOLIC SCHOOL MISSION STATEMENT AND PHILOSOPHY

## Philosophy Statement

St. Paul School is a Catholic community of teachers, parents, and pastoral staff dedicated to collaborating in the development of each child's God-given potential. In an environment based on mutual respect and shared responsibilities, we work together to provide opportunities for spiritual, intellectual, moral, social, and physical growth that are age and maturity level-appropriate. Christ is the center of all we do!

## Vision Statement

St. Paul Catholic School aims to develop future citizens who follow a path of *life-long faith*, enriched with moral values; and, who will be committed to *life-long learning* while embracing attitudes of Christian service for today and for the future.

## Mission Statement

St. Paul Catholic School of the Milwaukee Archdiocese is a faith community dedicated to the education of God's children. We are committed to helping all of our students experience the **POWER: Prayer, Outreach, Worship, Education, and Relationships!**

### Prayer:

To foster an environment rich in the Catholic traditions of personal and private prayer, including all daily prayers and special prayers that are season or event appropriate.

### Outreach:

To offer opportunities for Christian witness and service to others with parish, in-school, and outreach activities. To incorporate regular service opportunities for middle school youth.

### Worship:

To regularly celebrate Catholic liturgy and sacraments while learning and practicing worship responses and liturgical music.

### Education:

To educate the *whole* child to the best of his/her God-given talents: spiritually, intellectually, morally, socially and physically while providing a Christ-centered, values-enriched, 21st century technology-enhanced curriculum both Wisconsin and Archdiocesan standards-based.

### Relationships:

To provide a safe, secure environment with a fully implemented *We are Buddies, not Bullies* program. To offer extracurricular opportunities for social development including league athletics, band, scouting, science club, *rec nights*, ski club and many others.

## Come, experience the POWER!

**St. Paul School is accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Association**

Revised: August 2011

## EXEMPLARY RECOGNITION

In 1995 the Archdiocese of Milwaukee named St. Paul School as a recipient of the **Exemplary Recognition Award**. This award is given to schools which have demonstrated exemplary accomplishment in one of several areas. St. Paul was honored for the area of *Mission*. The following are excerpts from the visiting team's report:

*“It was evident from our very first meetings with students and staff that the Mission statement... was, in fact, a lived Message.”*

*“Demonstration of the Mission was evident through the conversations with students, parents, staff, and school and parish leaders. Students embrace the Mission and are able to articulate the critical elements of that Mission, ... there is the sense of outreach and support for those in need beyond the local parish/school community.”*

**ST. PAUL CATHOLIC SCHOOL FACULTY  
2011–2012**

**PASTOR:** Fr. Mark Molling  
**PRINCIPAL:** Mrs. Cherie Sanford  
**TEACHERS:** Kindergarten - Mrs. Sandra Day  
Grade 1 - Ms. Alyssa Narloch  
Grade 2 - Miss Judi Mickel  
Grade 3 - Mrs. Elizabeth Matzke  
Grade 4 - Ms. Linda Chadek  
Grade 5 - Mrs. Anne Brockel  
Grade 6 - Ms. Mary Pohlen  
Grade 7 - Mrs. Kelly Moran  
Grade 8 - Mrs. Barb Romanello  
Phy. Ed. - Mrs. Diana Sutherland  
Art - Mrs. Margaret Lucas  
Music K-8 - Mrs. Patricia Koscinski  
Spanish - Mrs. Heather Ragen  
Computer - Mrs. Jackie Kascht  
Resource - Mrs. Deb Schneider

**ADMIN. ASSIST:** Mrs. Lora Migliaccio

**LIBRARIAN:** Mrs. Barb Berner

**MAINTENANCE:** Dennis Budzan, Marty Havnen, Gary Krueger, Dick Stevens, Al Wampner

**ST. PAUL SCHOOL BOARD**

Jeff Bajczyk, Alicia Balderas, Tim Crain, April DeValkenaere, Patrick Hanson, Richard Scanlan, Peggie Smith, Steve Tylicki, James Vavra

**ST. PAUL HOME AND SCHOOL**

Laurel Hansen, Christa Multhauf, Cathy Treutelaar, Dawn Sass, Nancy Scanlan, Kris Tontis

**ARCHDIOCESAN POLICY HANDBOOK**

All Catholic schools in the Archdiocese follow prescribed policies set forth by the Office of Schools for the Milwaukee Archdiocese. Our school has a complete set of these policies which are available for interested persons to review. As with all policies and procedures, the administration of St. Paul School reserves the right to make the final judgment in any situation. Please call the office if you are interested in examining a particular policy.

## ST. PAUL 2011-2012 SCHOOL CALENDAR

	M	T	W	T	F	Important Dates
<b>AUG</b>	22 29	23 30	24 31	25	26	8/29 - ORIENTATION DAY / STUDENT PICTURE DAY from 2 - 5 PM 8/31 - First Full of of School 8:25 AM - 3:15 PM
<b>SEP</b>	5  12 19 26	6  13 20 27	7  14 21 28	1 8 15 22 29	2 9 16 23 30	9/5 - Labor Day - NO SCHOOL 9/8 - Parent Night ( Grades K-8) at 6:30 PM 9/14 - Teacher In-Service - NO SCHOOL 9/29 - Progress Reports
<b>OCT</b>	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14* 21 28	10/27 & 10/28 - Teachers' Convention, NO SCHOOL
<b>NOV</b>	7* 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	11/3 - End of First Quarter 11/4 - Grade 8 Placement Testing 11/11 - Parent/Teacher/Student Conferences - No School 11/23 - Early Release at 11:30 AM / North South Bus Day 11/24 & 11/25 - Thanksgiving Break
<b>DEC</b>	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	12/8 - Progress Reports 12/15 - Christmas Concert at 6:30 PM 12/23 - 12/31 - Christmas Break
<b>JAN</b>	2 9 16 23* 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	1/3 - School Resumes 1/19 - End of Second Quarter 1/20 - Teacher In-Service - NO SCHOOL 1/25 - Parent Conferences by Request, 3:30-6:00 PM 1/29 & 1/30 - Beginning of Catholic School Week, Mass at 10 AM SUNDAY (required)
<b>FEB</b>	6 13 20 27	7 14 21 28	8 15 22 29	1 9 16 23*	2 10 17 24	2/1 - 2/3 Catholic School Week 2/18 - Parish Auction 2/21 - Fat Tuesday, Annual Student VS Teacher Basketball Game at 1:15 PM 2/22 - Ash Wednesday 2/23 - Progress Reports 2/24 - No School / All Day Archdiocesan In-Service

<b>MAR</b>				<b>1</b>	2	3/5 - 3/16 - Standardized Testing (Avoid Absences)
	5	6	<b>7</b>	<b>8</b>	9	3/29 - End of Third Quarter
	12	13	14	<b>15</b>	16	3/30 – Middle School Passion Play
	19	20	21	<b>22</b>	23	
	26	27	28	<b>29</b>	<b>30*</b>	
<b>APR</b>	2	3	4	<b>5</b>	6	4/5 - Holy Thursday - Early Release at 11:30 AM / North South Bus Day
	9	10	11	12	13	4/6 - 4/13 - Spring Break
	16	17	18	<b>19</b>	20	4/16 - School Resumes
	23	24	25	<b>26</b>	27	4/25 - Teacher In-Service - NO SCHOOL
	30					
<b>MAY</b>		1	2	<b>3</b>	4	5/3 - Progress Reports
	7	8	9	<b>10</b>	11	5/17 - Spring Concert at 6:30 PM
	14	15	<b>16</b>	<b>17</b>	18	5/22 - 8th Grade Pinning Ceremony at 9:00 AM
	21	22	23	<b>24</b>	25	5/25 - Snow Make-up Day or No School
	28	29	30	<b>31</b>		5/28 - Memorial Day - No School
<b>JUN</b>					1	6/1 - 8th Grade Appreciation Day
	4	5	6	<b>7</b>	<b>8</b>	6/3 - 8th Grade Graduation (Time TBA)
						6/5 - Kindergarten Graduation (Time TBA)
						6/7 - School Picnic
						6/8 - Last Day of School - Early Release at 11:30 AM / North South Bus Day

**Bolded** school days are North/South bus route for Magee & Wales Buses in **afternoon**  
**Bolded** and asterisked\* days are North/South bus route for Magee & Wales buses in **morning & afternoon**

**Bus Service:**

Dairyland: 262-542-0405 (Waukesha)

Dousman: 262-965-2214 (Kettle Moraine)

Mukwonago: 262-363-6300 (transportation credit only)

## **ADMISSION**

### **Equal Opportunity**

St. Paul School, guided by Archdiocesan policy, “respects the dignity of the child and his right to an education in a Catholic school.” Neither race, sex, color, national origin, nor other form of discrimination will prevent a child from being accepted at St. Paul School.

### **Nondiscriminatory Policy of St. Paul Parish School**

St. Paul Parish School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities accorded or made available to students at this school. It does not discriminate on the basis of age, sex, handicap, race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarships or loan programs and athletic and school administered programs.

(Pursuant to IRS Procedure 75-70, Section 4.2 a)

It furthermore, does not discriminate on the basis of age, sex, disability, race, color, national or ethnic origin, ancestry or marital status in its employment policies and practices, except where it is exempt from compliance by religious tenets.

(In compliance with Archdiocesan Policy 4116.1)

### **St. Paul School Admission Priority Policy**

1. Children currently in attendance.
2. Siblings of currently enrolled children.
3. Children of currently *active* Parish members. This will include first-time students, first-time students who previously had a sibling in attendance, and student transfers from another parochial school who have joined the Parish.
4. Registration for children currently in attendance and their siblings shall take place beginning in February each year.
5. Enrollment for children of other parish members and non-parish members will take place following current school member registration, and prior to budget preparation in spring.
6. In accordance with the Archdiocese of Milwaukee Policy 5111, no child will be admitted to five-year old kindergarten unless he/she is five years old on or before September 1. ( Rare exceptions may prevail.)
7. All five-year-olds intending to enter kindergarten must pass readiness testing before the school year begins.
8. All students are on probation the first semester of attendance at school. Probationary status may continue if the principal deems necessary.

**Exceptions to the above at any grade level must be approved by the Principal and Pastor.**

### **Class Size**

The maximum class size at St. Paul School is limited to 25 students in kindergarten through grade 8. Admission beyond the established limit of 25 students per classroom may be allowed due to extenuating circumstances. Decisions in these cases will be made at the discretion of the principal and pastor. When the class size is at capacity (25 students) any other students will be placed on a waiting list. The only exception to this is in the case of retention.

### **Probationary Registration**

Per Archdiocesan policy 5110, all students are on probation during the first semester of their attendance at a Catholic School. If during this time it is determined by the principal and teacher that the educational needs of the child cannot be adequately met because of academic, emotional, or behavior difficulties, registration will be revoked following a meeting with the child's parent or guardian.

### **AFTER SCHOOL CARE PROGRAM**

The After School Care Program is designed to provide a safe, fun environment for the students of St. Paul School who need care following the traditional school day. This on-site program alleviates the inconvenience of busing the children to a different location for care at the close of the school day. The program provides outside or gym play, homework time with quiet study space, games and age appropriate activities. A caring and attentive staff person will be with the children each afternoon and will work with the Director and Principal to ensure a comfortable atmosphere for all children. There is a charge for this service. Registration forms and fee schedules are available at Orientation Day and in the school office.

### **ATTENDANCE**

#### **Student Arrival and Departure**

The school day for Grades K – 8 begins at 8:30 AM, with opening bell at 8:25 AM, and ends at 3:15 PM.

**It is required that all students arrive no earlier than 8:10 AM when teacher supervision begins.**

Lunch/Recess: 11:30 – 12:20 for grades K-4.

Lunch/Recess: 11:45 – 12:25 for grades 5-8

Dismissal is at 3:15 P.M. and all students should be picked up by 3:20 P.M. when formal supervision ends.

The school cannot be held responsible for the safety of students arriving before 8:10 AM or after 3:20 PM.

#### **Absenteeism**

Regular attendance at school is an important component in the total education of the child. Students can only benefit from a learning experience in which they have participated. Therefore, Wisconsin law, as well as school policy, requires that parents be

responsible for their child's presence in school on school days from 8:30 A.M. until 3:20 P.M., except where there is a good cause for absence. Good cause is defined as:

1. Sickness or injury to a pupil.
2. Severe illness or death in the immediate family.
3. Medical or dental appointments which *cannot* be otherwise scheduled.
4. Unique or special situations which may arise occasionally and for which an approval has been secured beforehand from the principal.

**If a student is to be absent from school, parents/guardians *must* notify the school office by 8:30 A.M.** If no notification is received, the school office will attempt to call to ensure that the student is safely home.

When a student returns to school, he/she must bring a note *written and dated by a parent* stating the date and cause of absence.

In the case of an anticipated absence, (i.e. dental or doctor appointment, vacation, etc.) arrangements should be made with the teacher one week prior, if possible, to facilitate planning and instructional follow-up. However, these absences are highly discouraged and efforts should be made to arrange vacations to coincide with non-school days.

### **Illness**

In case of illness, parents should call the school office (262-968-3175) by 8:30 AM and make arrangements to pick up student homework, or homework will be given to the student upon return. It is the responsibility of the student and parents to make sure that missed homework is made up in a reasonable amount of time. **When a student is absent due to illness, he/she will have one day for each day of absence to complete homework/classroom assignments.**

Students absent **3** or more days due to illness must present a doctor's statement on returning to school.

Children should **not** be sent to school when suffering from a **fever** (over 100)/ **diarrhea/vomiting/ rash/ "heavy" cold** with hacking cough/ **sore throat** with white spots.

Older students are responsible for assignments and examinations missed. Younger students should rely on parent communications with the teacher to satisfy missing work.

### **Tardiness/Early Release**

**If a student arrives after the 8:30 AM bell, he or she will be marked tardy.** If a student must be released early, a note is to be sent with the student to school indicating the time and date of pick-up. Students must be picked up at the office. Parents *must* sign the in/out sheet in the office.

### **Family Trips**

All trips/vacations should be scheduled around the school calendar. Should the parent/guardian determine a trip to be necessary or valuable during a school session, the following steps should be followed:

1. The family will notify the principal and teachers at least one week prior to the planned absence. Use the “Vacation Request Form” found online.
2. The student or parent will initiate make-up arrangements. Assignments will be given at the discretion of the teacher depending on the nature of the class and type of work missed. Alternative assignments may be an option.
3. The teacher *may* give notice of the general material to be covered and/or specific assignments *may* be obtained prior to the planned absence.
4. Upon return, the student will check with each teacher to obtain specific make-up arrangements and time limits.

**Please avoid planning family trips during school calendar days or during standardized testing sessions.**

### **Emergency School Closings**

At times it may become necessary to close early due to weather conditions or mechanical failure. Each family will be required to provide “Emergency School Closing Information” for each student attending St. Paul. It should indicate the procedure to followed in case of an emergency school closing and whom to call. A discussion with your student about procedures to follow if he/she were to arrive home before you (i.e. make a key available, go to a neighbor’s house, etc.) is important. Develop a plan for your student to follow in emergency situations. Parent/guardian contact will be initiated by the office.

### **Inclement Weather**

St. Paul School will generally be announced separately when a school closing is necessary. All closings are announced after 6:00 A.M.

**If Kettle Moraine schools are closed, St. Paul School will then also be closed.**

**(At times Kettle Moraine schools will be open, and we are closed.)**

Please do the following:

1. Listen for the radio announcement on WTMJ (620 AM) or WKTJ (94 FM).
2. Watch the following television stations: Channel 4, Fox 6, and Channel 12.
3. If you have a question, call Dousman Transport (965-2214) or the Kettle Moraine District (968-2564).
4. Access the website at WTMJ4. Links are also available on the school website.

### **BULLYING / CYBERBULLING PREVENTION POLICY**

The staff, parents, and students of St. Paul School are committed to providing a safe and caring environment for all members of our teaching/learning community. Out of respect for each other, we will not tolerate any form of bullying in the classroom, in restrooms, in hallways, in the cafeteria, on the playground, on field trips, or during any school-sponsored events.

A student **is bullied** when another student or other students *repeatedly*

- say hurtful things or unpleasant things to him/her: teasing, put downs, mean and hurtful nicknames, insults about race or physical attributes, etc.
- completely overlook or deliberately exclude him/her from the class, group, team, crowd including isolating him/her and convincing others to do the same.
- regularly injure him/her by hitting, kicking, pushing, shoving, tripping, jabbing, pulling hair, shutting inside or outside, etc.
- tell lies or spread false rumors about him/her including sending mean notes and trying to get others to dislike the student.
- disrespect his/her belongings by stealing, damaging, or hiding them.
- use cyber bullying or technology misconduct with the intent to harm
  - including hacking into an e-mail account or personal website; posting mobile numbers online; circulating embarrassing photos on social networking sites; emailing viruses *with the intent to harm*.

In legitimate bullying, these things happen repeatedly, and it is difficult for the student receiving the bullying to defend himself/herself. Serious harm may require police intervention.

It is important to recognize that it is **not bullying** when a student is teased in a friendly manner or when two students of *equal* strength and ability fight or argue.

The following rules support the all-school *We are Buddies not Bullies* Commitment:

1. **We do not bully others.**
2. **We help students who are bullied.**
3. **We include students who are left out.**
4. **We report bullies to adults.**

Our faculty and staff are committed to preventing bullying. The following measures and others will be implemented to help create a safe environment for all of our students:

- **Watch for signs of bullying and address them.**
- **Respond in a prompt and sensitive manner to all reports of bullying.**
- **Investigate and record all incidents regarding bullying.**
- **Closely supervise students in all areas of the school and playground.**
- **Assign and implement consequences for bullying.**
- **Provide follow-up and closure for students and parents.**
- **Present an all-school values-based monthly assembly on bullying prevention.**

### **No Bullying Pledge Form**

To strengthen our *No Bullying* position, all parents, teachers, and students will be required to sign the Anti-Bullying Pledge at the beginning of each school year.

### **Consequences for Bullying**

Bullying complaints may be made to the teacher in verbal or in written form by parent or student. A form has been developed for this purpose. Each family will receive one form

at the start of the school year; additional forms will be available on the school website or may be requested from teachers or from the office. **Both victims and witnesses are encouraged to report bullying of any kind to school personnel.**

The bullying behavior will be addressed immediately. Following procedure, school staff members including the principal will gather information, review the situation, and determine the necessary consequences. Disciplinary actions may include a verbal reprimand, notification and/or meeting with parents, possible detention and/or suspension from school and activities, or possible expulsion from school.

## **BUSING**

The laws of the State of Wisconsin relating to school bus transportation prohibit the bus driver from allowing unauthorized passengers to ride or from discharging a student at points other than his/her normal stop. Any request for a student to ride to a different destination must be approved by the principal and arranged with the appropriate bus carrier.

### **Bus Rules**

1. Students must conduct themselves in a manner that will not interfere with the safety of the other riders.
2. Students must obey the bus driver at all times and give him/her complete cooperation.
3. Students must remain *seated* on the bus. **No food** will be eaten at any time while riding.
4. Students must enter and exit the bus in an orderly manner.
5. Written permission is needed for students leaving school by means other than the normal bus transportation.
6. There will be no yelling, fighting, or vulgar language allowed.

### **Consequences for Bus Rules Violations**

**First Offense:** The student will be warned. The principal will notify the parents using a Behavior Referral Form.

**Second Offense:** Suspension of bus transportation for up to three days. Principal will meet with student and contact parents.

**Third Offense:** Suspension of bus transportation for up to five days or until the parents, student, and bus driver meet with the District Administrator and school principal.

Parent cooperation and communication with the school is vital and demonstrates the importance of bus safety to the student. Parents can be assured that St. Paul School will make every effort to notify and discuss infringements of these rules if the situation warrants.

## **CHILD ABUSE LAWS**

Wisconsin State Statute requires persons to report suspected cases of child abuse or neglect. Compliance with the reporting procedures is mandated for nurses, school

teachers, social workers, and administrators who are subject to fines or legal action for failure to report any suspected cases.

### **CHILD CUSTODY ARRANGEMENTS**

When school authorities learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, the parent who maintains primary physical placement of the child must submit a copy of this court decree to the school office. Alternately, a letter from an officer stating the requirements of the court in this matter will also suffice.

If a court has issued an order affecting the physical placement of a child pursuant to WI Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with WI Stat. 118.125 (2) (a) **unless** one parent has been denied periods of physical placement with the child by the court under WI Stat. 767.24 (4) in which case, **no** student information will be provided to the parent who has been denied periods of physical placement, in conformity with WI Stat. 118.125(2)(m). Confidential Family/Student Information forms can be accessed in the office. (Archdiocese of Milwaukee Policy 5124.2)

### **COMMUNICATION**

Effective home/school communication is at the heart of our school community. Please feel free to contact your child's teacher at school regarding any question you might have. Teachers are available to answer the telephone from 8:00–8:15 a.m. and 3:20–3:30 p.m., or call the school office at any time to leave a message. We ask that you do not phone teachers at home without their permission. When you need to speak personally with a teacher or the principal, we ask that you set up an appointment.

### **Family Folders**

All written communication between the school office and parents will be transmitted through the Family Folder. The Family Folder is sent home with the oldest or only child of the family on Thursday. When the Family Folder comes home, the parent is to sign and date the form located on the inside of the folder. The folder must be returned the next day to the homeroom teacher. Anything that needs to be returned to the office should be sent back in the folder. All school events and activities are listed in the newsletter and on our school website. Family newsletters may also be accessed on the school website.

### **Release of Family Information**

Permission to release family information through the student directory shall be obtained by request at the beginning of each school year. Directory information will not be distributed or sold to outside organizations.

### **CURRICULUM**

St. Paul School provides a standards-based academic program guided by the course of instruction set forth by the Superintendent of the Archdiocese of Milwaukee as well as by the Wisconsin Department of Public Instruction. The sequential curriculum offers the basic core subjects of Religion, Reading/Literature, English, Math, Science, and Social

Studies with integration of Gospel values whenever possible and appropriate. The academic program is enhanced with Physical Education, Music, Art, Computer, and Spanish classes. An elective Band Program is also available. The Pastor, Parish Liturgist, Parish Music Minister, Permanent Deacon, and Directors of Child and Youth Formation regularly offer their assistance and expertise to our faculty.

Parents and guardians may visit the school office to view the written curricula for our school.

## **Curriculum Overview**

<u>Religion:</u>	A strong emphasis is placed on classroom instruction, daily prayer, weekly liturgies, seasonal para liturgies, and sacramental programs with integration in all other areas of study when appropriate. Christian Family Life is integrated in the program for grades 3 – 8 to the religion program. The pastor honors a weekly classroom visitation schedule.
<u>Core Subjects:</u>	Language Arts, Mathematics, Science, and Social Studies. All are archdiocesan and state standards-based.
<u>Technology:</u>	Basic computer/technology operations and concepts including various media formats for personal and professional purposes are taught. Application and integration with other subject areas is a strong focus.
<u>Library:</u>	The library is staffed by a librarian and parent volunteers. Students report weekly for instruction and /or for quiet study at the discretion of the teacher. Books may be checked out and returned by the due date. The Scholastic Book Program, Library Club, and the Scholastic Book Fair are also offered.
<u>Foreign Language:</u>	Grades 5–8 learn conversational Spanish enriched with cultural appreciation.
<u>Music:</u>	Classes focus on skills and appreciation. Christmas and spring concerts are prepared for the school community.
<u>Art:</u>	Hands-on art experiences, appreciation, and art history are the focus.
<u>Physical Ed:</u>	Middle school P.E. activities include soccer, football, volleyball, basketball, badminton, floor hockey, fitness, dance, softball, and track and field. Grades K-5 activities include throwing, catching, and striking activities, cooperative games, fitness, basketball, soccer, dance and stunts, jump rope and tagging games.

**Textbook Listing**

Religion: Silver Burdette  
 Family Life Program: 3-8, Harcourt Religion  
 Math: K-5, Houghton Mifflin; 6-8, McDougall Littell  
 Reading/Language Arts: K-5, Houghton Mifflin Harcourt  
 Literature: 5-8, McDougall Littell  
 Grammar: 6-8, Sadlier  
 Vocabulary: 6-8, Sadlier-Oxford  
 Phonics: K-2, Sadlier  
 Penmanship: K-3, Zaner-Bloser  
 Science: K-4 Scott Foresman & Einstein Enrichment  
 Science: 5-8, Glencoe & Einstein Enrichment  
 Social Studies: K-5, Houghton Mifflin  
 Social Studies: 4, Gibbs Smith supplement  
 Social Studies: 6-8, Houghton Mifflin & McDougall Littell  
 Spanish: 5-8, Futura Language Professionals materials

**Standardized Testing Program**

All students in grades 2 through 8 participate in the Iowa Test of Basic Skills in spring. Parents are encouraged to review the test results of their child/ren. All parents are notified when the results are available.

**Religious Formation**

**Liturgies**

Students in K-8 attend an All School Mass on Thursdays throughout the school year. Students participate in the planning and preparation of the liturgies. Many other religious events are celebrated throughout the school year in various ways. Penance services are held prior to Christmas and Easter. During the Lenten season, students participate in the Stations of the Cross and a play of the Passion of our Lord.

**First Communion/Reconciliation**

Children prepare for the celebration of First Communion/Reconciliation in Grade 2. The children receive instruction during their regularly scheduled religion classes. Parents and students are also expected to attend the following meetings:

October 11 <sup>th</sup>	6:15 PM	Parent Meeting in Cafeteria
November 5 <sup>th</sup>	3:00 – 5:00 PM	Gathering for students in Cafeteria
January 17 <sup>th</sup>	7:00 PM	Parent Meeting in Cafeteria
February 4 <sup>th</sup>	3:00 – 5:00 PM	Students in Cafeteria; 5 PM Welcoming
	5:00 – 6:00 PM Mass	Mass/parents
March 10 <sup>th</sup>	9:00 or 11:00 AM	First Reconciliation for students and families
March 31 <sup>st</sup>	3:00 – 5:00 PM	First Communion Gathering (student & at least 1 parent)
April 22 <sup>nd</sup>	12:30 PM	First Communion Mass

## **DISCIPLINE POLICY**

At St. Paul School, we believe that the fundamental responsibility for the development of the values of **Reverence, Respect, and Responsibility** rests with our parents, the primary educators of their children.

At the school, in cooperation with the parents, we strive to offer a Christ-centered and values-enriched curriculum. We further wish to offer everyone in the school community a safe and productive place to teach and learn.

To insure that all of our students are allowed to do their personal best every day, each student is expected to develop, with age and maturity, the three important areas of **Reverence, Respect, and Responsibility: ST. PAUL'S 3 Rs**

### **Reverence**

Reverence is essential to our school community and to the development of our students because it fosters a personal love for God through efforts “to live one’s faith” and through meaningful participation in all Catholic, Christian activities.

#### **Expectations of a reverent student would include but not be limited to**

- Using all names referring to God and Jesus with a voice of honor.
- Participating in all liturgies, para liturgies, and other celebrations of our faith with a thankful heart and a prayerful voice.
- Volunteering to participate in classroom-planned liturgies.
- Practicing and singing liturgical music *willingly, meaningfully, and joyfully*.
- Participating in service projects regularly and to the best of one’s ability.
- Treating the symbols of the church in a reverent manner.
- Studying religion lessons regularly and with enthusiasm.

#### **Behaviors that are inconsistent with reverence might include**

- Using any name referring to God or Jesus inappropriately.
- Refusing to participate in or volunteer for liturgies or prayer services with a *prayerful, willing* attitude.
- Inappropriate behaviors or disrespectful attitude in a prayer or classroom setting.
- Weak participation in liturgical song and prayer responses.
- Disrespect for symbols of the church.
- Other.

### **Respect**

Respect is central to our school community and the development of our students. It fosters special regard and esteem for God, self, others, and all of God’s creation.

#### **Expectations of a respectful student while on campus or in other environments would include but are not limited to**

- Addressing all school personnel in a respectful manner: faculty, staff, parents, other students, and visitors.
- Giving courteous, quiet attention in class while others are speaking.
- Respecting all physical property of the school including the building, furniture, books and equipment as well as the property of others.
- Keeping hands, feet, and objects to oneself.

- Recognizing the rights of all members of the school community to be treated fairly and equally.
- Not endangering the health or safety of others.
- Not engaging in activities that might endanger one's own health or detract from personal appearance.
- Avoiding the disturbance of other classes while passing through the halls.
- Demonstrating pride in our school by keeping it clean indoors and outdoors.
- Trying to resolve differences and mistakes peacefully.
- Following the lessons and strategies of the *We Are Buddies Not Bullies* program to protect the dignity of all.

**Behaviors that are inconsistent with respect might include**

- Defiance.
- Physical or verbal abuse.
- Inattention and willful disruption in class.
- Damage to another's property.
- Violating another's privacy.
- Destruction of school property.
- Lying, cheating, stealing, and plagiarizing.
- Inappropriate written or oral language.
- Bullying and/or harassment of other students.
- Threatening another student.
- Inappropriate behaviors in the lunchroom, computer lab, halls, playground, bathrooms, or on the bus.
- Willful misbehavior of any kind.
- Other.

**Responsibility**

Responsibility is central to our school community and important to the development of all students because it fosters self-discipline and self-control so that students can become successful and contributing members of the school community.

**Expectations of a responsible student would include**

- Arriving on time, ready to learn.
- Knowing and obeying school and class rules.
- Obeying lunch room, computer lab, playground, bathroom, and bus rules.
- Having all necessary books and materials for class and clothing for P.E.
- Paying quiet attention and participating appropriately in the class room.
- Completing homework and projects by the assigned dates using one's best effort.
- Developing **regular** study habits to include reviewing for tests and quizzes.
- Following directions the first time given.
- Returning tests, required notes, permission slips, and other communications on time.
- Identifying all work and tests missed due to absence and completing them in a timely manner agreed upon with the teacher.
- Following the uniform policy as it appears in the handbook.
- Using the assignment notebook daily and appropriately.
- Making good use of time at all times.

- Keeping personal belongings in order.

#### **Behaviors that are inconsistent with responsibility might include**

- Tardiness.
- Academic misconduct including cheating, forgery, and plagiarism.
- Disobeying school or classroom rules.
- Not completing homework or projects on time.
- Not following the uniform policy as it appears in the handbook.
- Not arriving at class with the required materials.
- Other.

#### **Parent Communication:**

We believe that parents who are the primary educators of their children have a need to know when behaviors that are inconsistent with the **St. Paul 3 Rs Policy** occur. A **St. Paul 3 Rs Report** will be sent home with your child as soon after the misbehavior as possible **requiring** a parent/guardian signature. It must be **returned the next school day** to avoid further reports.

**NOTE: Our earliest learners ( K5, Grade 1, and grade 2) are on a *Modified St. Paul 3 Rs Plan* shared with parents during the first weeks of school, since they are just learning about our expectations in these areas.) Red Notes will be used to report inappropriate behaviors in the 3 areas.**

#### **Celebrating the Successful *St. Paul 3 Rs* Student**

We believe that recognizing each student’s growth in the areas of *Reverence, Respect,* and *Responsibility* is an effective way to promote continued development in these areas. Therefore, each quarter, students who have earned **no detentions or suspensions**, and **less than 5 St. Paul 3 Rs Reports** home with **no more than 2** for **behavior** and no more than **2** for **missed assignments** will be invited to a celebration of their achievement. Some examples of rewards might be a special snack, extra recess, game afternoon, class movie, pizza lunch, free dress pass, etc. A certificate, *The St. Paul 3 Rs Achievement Award*, will be awarded at report card time to inform parents of this special achievement.

#### **Consequences for Non-Compliance of the Discipline Code**

While students are learning to be *Reverent, Respectful,* and *Responsible*, they will undoubtedly make some mistakes. Just as it is very important to celebrate our students’ successes in these areas, it is equally important for them to learn when their conduct and behavior breaks the **3 Rs** code.

Inappropriate behaviors will be addressed by teachers and/or the principal regardless of where they might take place: church, school, field trips, on the bus, etc.

To address failures, consequences have been developed. Parents will be notified by the report form which will **require** a parent or guardian **signature** and must be returned the **next day**.

#### **ADDITIONAL POLICY ON BEHAVIOR AND CONDUCT**

In addition to the St. Paul School Discipline Code (the **St. Paul 3 Rs**), whenever a student’s behavior in school advances far beyond what is acceptable or endangers the health, safety, or property of self, others or the school, or consistently disrupts the learning environment, action

may be taken to restrict the student's privileges or rights of school attendance. This action may include the following:

### **Detention**

Detention is the after-school holding of a student (first semester grade 3 through grade 8; second semester and on grade 2 through grade 8) from **3:15 to 4:00 PM** under the supervision of the principal or a classroom teacher. Some infractions of school regulations which may earn a detention or other serious consequences are

- 4 behavior notes, 4 missing assignments, **OR 4 *unexcused*** tardies in a quarter
- **Each successive incident** after 4 of the above will earn a detention.
- Cheating, forgery, theft.
- Defiance.
- Vandalism.
- Violence or inappropriate behavior: physical, verbal, emotional, or psychological.
- Extraordinary bullying.

### **Probation:**

A student may be placed on probation for a trial period by the school principal. The principal will set the conditions for release from probation after conferences are held with the student's parent(s) or guardian and relevant school personnel. The principal's decisions are final.

### **In-School Suspension:**

This is a temporary restriction of activities, privileges, and interaction with other students for a specified length of time. The conditions of the suspension and the length of time are determined by the principal but should not exceed 5 days. In-school suspension students remain the responsibility of the school.

### **Out-Of-School Suspension:**

This is a temporary restriction of enrollment until specified conditions are met and is the responsibility of the principal. State law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. The principal may apply an out-of-school suspension immediately following a serious disciplinary offense. Such a suspension would be for investigative purposes.

Examples of conduct that could lead to a suspension:

1. Use or possession of smoking materials.
2. Indecent touching.
3. Playing with fire.
4. Stealing.
5. Writing or graffiti on one's body or on school property.
6. Vandalism of school, parish, or personal property.
7. Fighting and violence of any kind.
8. Inappropriate behavior determined to be unacceptable by the staff or principal.

### **Expulsion**

Expulsion is considered a termination of enrollment for an extended period of time or permanently. It should be considered a rarity and is used as a very last measure.

Expulsion results from a repeated refusal to obey school rules or from conduct that endangers the health, safety, or property of others, and is determined to be in the best interest of the school community. An extremely serious single offense may also be cause for expulsion.

### **Expulsion Procedures**

The Archdiocesan Superintendent of Schools/Designee is to be informed before any action leading to expulsion is to take place.

1. The procedures for probation, suspension, or expulsion shall be published in the handbook.
2. Actions taken to suspend or expel students shall be preceded by *internal school procedures* and be supported by defensible records.
3. Expulsion can only take place after an expulsion hearing has been held. Parents or legal guardians must be notified in writing at least five days before the hearing is to take place. This notification period may be waived by mutual consent of the parents/guardian and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity. The committee will include members from within and without the school community. Procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to
  - expel
  - suggest other disciplinary actions in lieu of expulsion
  - exonerate the student of any wrongdoing
5. Before the hearing is held, the parents and the student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision is made to expel the student, parents are notified in writing of the action. The right to appeal is made known to the parent.

Examples of conduct that could lead to expulsion:

1. Possession of dangerous weapons on school property: guns, knives, blades, explosives, sharp tools, etc.
2. Possession of, selling, and/or use of drugs including alcohol, on school property.
3. Arriving at school intoxicated.
4. Striking and/or abusing any school personnel.
5. Sexual offense.
6. Deliberately setting fire on school or parish property.
7. A deliberate act of endangering the safety or life of another.
8. Inappropriate behavior determined to be unacceptable by the staff or principal.  
(Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Regulation #5144)

### **Appeal**

The student, parent, or guardian may appeal to the Superintendent of Schools in writing with rationale for appeal within five school days following the notification of the expulsion. The Superintendent will investigate that correct procedures were followed as defined by

Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation regarding that aspect of the procedure which needs to be further processed.

### **Parent Grievance Procedure- Internal**

Parental concerns are to be addressed directly and initially to the classroom teacher. The principal is to be contacted in matters which are determined to be of a **serious** nature. The procedure for grievance communication is

1. Teacher
2. Principal
3. School Board
4. Pastor

### **Parent Grievance Procedure - Formal**

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parents of an enrolled student and an employee of the Parish/School. Before any formal grievance can be initiated, the parent must meet with the employee with whom there is an issue to see if reconciliation can occur. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner, not to exceed 10 days, shall be considered waived.

**STEP 1:** If there is no resolution, the parent can initiate the formal grievance process by providing a letter to the employee's supervisor no later than 10 working days after the informal meeting noted above. The letter must contain the following:

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

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

**STEP 2:** If resolution does not occur in the informal meeting, the parent will provide the pastor with a copy of the letter noted in STEP 1 within 5 working days of the completion of STEP 1. The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

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

**STEP 3:** If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee consists of the Pastor, Deacon and other members of the Pastoral Staff as directed by the Pastor. The local committee will hear all sides of the dispute no later than 30 days after the parent forwards a copy of the letter noted in STEP 1 to the

committee. The committee, appointed by the pastor (principal) 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, STEP 4 is initiated.

**STEP 4:** Should resolution not occur through STEPS 1, 2, and 3, the parent can request within 10 working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for the 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.

### **DRESS CODE**

Respect for one another, pride in one's appearance, and the practice of good manners are concepts stressed at St. Paul School. St. Paul School has adopted an enforceable, modest dress code to help accomplish these attitudes. The Principal and teachers also maintain the authority to interpret accessory items including make-up, jewelry, and hairstyles. *The Principal shall make the final determination for the acceptability of any item whether or not specifically covered herein.*

### **General Rules:**

Uniforms must be worn on the school grounds at all times *unless*:

1. The Principal has announced an additional casual day or dress-up day.
2. A scout uniform is worn for an after-school meeting.
3. Special clothing is approved by the Principal.
4. Casual day, the first Friday of the month, is in effect.

### **ST. PAUL SCHOOL UNIFORM POLICY**

The following are the **only** accepted vendors for school uniforms.

#### **The Uniform Place**

(For Navy Bike Shorts & Leggings Only)  
811 North 68<sup>th</sup> Street  
Milwaukee, WI  
1-800-236-6320  
(414) 258-7888

#### **Lands' End School Catalog**

[www.landsend.com/school](http://www.landsend.com/school)  
1-800-469-2222  
Pref School # 9000-6070-8

#### **JC Penney School Uniforms**

[www.jcpenney.com](http://www.jcpenney.com)  
School uniforms

#### **The Children's Wear Outlet**

[www.thechildrenswearoutlet.com](http://www.thechildrenswearoutlet.com)

- Shirts/ Blouses:** Shirts/blouses must be tucked in at all times.
- Style:** Short or long sleeve 2- or 3-button polo shirt or blouse with collar or plain long-sleeved turtleneck
- Type:** Uniform style and fit only
- Color:** K – 5<sup>th</sup>: white, light blue, red  
6<sup>th</sup> – 8<sup>th</sup>: white, light blue, red, navy
- Sweater/Vests:** The uniform shirt, blouse or turtleneck must be worn underneath the sweater/vest.
- Style:** Uniform cardigans – JC Penney / IZOD long sleeved cardigan or Land’s End fine gauge cotton cardigan sweater  
Pullovers – Land’s End Drifter Crew Sweater  
Vests – Land’s End Drifter Sweater Vest
- Color:** Solid white, red or navy blue
- Sweatshirts:** The uniform shirt, blouse or turtleneck must be worn underneath the sweatshirt.
- Style:** St. Paul School logo sweatshirts only – No hooded sweatshirts
- Color:** Navy blue, red or gray.
- Vendor:** **Geiger, Inc.** (may be purchased through school order form)  
262-542-4856
- Slacks:**
- Style/Girls:** **JC Penney:** IZOD Plain or pleated front pants  
**Lands End:** Plain or pleated front Chino pants  
**The Children’s Wear Outlet:** Uniform pants, Code P-101
- Color:** K – 5<sup>th</sup> – Navy blue  
6<sup>th</sup> – 8<sup>th</sup>: Navy blue or khaki
- Style/Boys:** **JC Penney:** IZOD Wrinkle-free plain or pleated front pants  
**Lands End:** Plain or pleated front chino pants  
**The Children’s Wear Outlet:** Uniform pants BP1
- Color:** K – 5<sup>th</sup>: Navy blue  
6<sup>th</sup> – 8<sup>th</sup>: Navy blue or khaki
- Shorts:** Uniform shorts may be worn from the first day of school to October 15<sup>th</sup>, and from May 1<sup>st</sup> to the end of the school year, or as announced by the principal. Shorts may be worn in church on Mass days. The acceptable length for shorts is *no shorter than 5 inches* above the knee.
- Style:** **JC Penney:** IZOD Plain or Pleated Front Shorts  
**Lands End:** Plain or Pleated Front Chino Shorts  
**The Children’s Wear Outlet:** Uniform Shorts, Code M-109
- Color:** K – 5<sup>th</sup>: Navy blue

6<sup>th</sup> – 8<sup>th</sup>: Navy blue or khaki

**Plain Jumpers:**

**Style:** **JC Penney:** IZOD two-pleat Jumper  
**Lands End:** Side pleat Jumper  
**The Children’s Wear Outlet:** Uniform Jumper, Code L-304  
**Color:** Navy blue

**Skirt/Skort:**

**Style:** **JC Penney:** IZOD pleated front scooter  
**Lands End:** Girls Side Buckle Skirt  
**The Children’s Wear Outlet:** Uniform skort 4-button pleated front ONLY, Code W-511  
**Color:** K – 5<sup>th</sup>: Navy blue  
6<sup>th</sup> – 8<sup>th</sup>: Navy blue or khaki

**Length:** Jumper, skirt and skort hem must be no higher than 2 inches above the knee.

**Bike Shorts:**

The Uniform Place and Lands’ End offer navy bike shorts acceptable to the dress code which may be worn under jumpers but should not exceed the length of the skirt.

**Leggings:**

The Uniform Place offers “uniform” leggings acceptable to the dress code which may be worn under jumpers and skirts during cold winter months.

**Socks:**

Socks or tights must be worn at all times.  
Solid white, red or navy blue.

**Shoes:**

Shoes must be worn at all times and must be safe and practical.  
Shoelaces must be properly tied at all times.  
**Style:** Closed-toe shoes only: no “cros,” no sandals, no clogs allowed.  
All shoes must have a closed back.

**HAIR - GIRLS & BOYS**

Hair should be clean, combed, groomed and out of eyes. No distracting styles. Unusual or exotic styles not allowed.

**HAIR - BOYS**

Hair length should be above eyebrows and also above the collar.

**CHURCH DAYS**

- Uniform Policy Must Be Followed
- No Casual Coupons can be used on Mass Days
- Shorts can be worn during permitted times

**MIDDLE SCHOOL MAKE-UP**

- Students in grades 7-8 are allowed to wear lip gloss.
- Students who come to school with excess make-up will meet with the principal.
- 8<sup>th</sup> Grade privileges are in effect 4<sup>th</sup> Qtr.

## Physical Education Dress Policy

### **K – 5**

- Students will meet 2Xs per week for 30 minutes
- Students must have an **extra pair of shoes** kept in the classroom: no black soles
  - Tie laces **required**: no zippers, slip-ons, platform, thick or high soles
- Girls in jumpers or skirts on PE days must also wear shorts or spandex underneath

### **6 – 8**

- Students meet 2Xs per week for 45 minutes
- PE clothes *change* is required
- Athletic gym shorts or sweatpants
  - elastic waist band: no cargo, jeans, or spandex: no writing on backside
- T-shirt **with sleeves** or sweat shirt: no crop tops or bare midriffs
- Clean socks and clean tennis shoes: no black soled shoes

### **Middle School**

- Forgetting clothes – first offense = warning
  - Additional offenses =3 Rs slip
  - More than 3 offenses in one semester = student grade lowered by one letter grade
  - No sharing of PE clothes allowed under any circumstances

### **All**

Students who are ill or injured and cannot participate in PE class need a doctor or parent written excuse to be delivered to PE teacher before class.

### **Casual Days**

Casual days will be held every first Friday of the month. All colors of jeans, cargo pants, and sweat pants may be worn. Athletic team apparel, wind pants and limited product promotional clothing is allowed. The following clothing will **not** be allowed on casual days or any day:

- Fad clothing or gang-related clothing or symbols
- Jewelry that presents a safety hazard - Phy Ed
- Body piercing, other than ears
- Hats and baseball caps inside the building
- Oversized or excessively bulky clothing
- Shorts less than 5 inches above the knee
- Sandals, clogs and open backed shoes
- Mini-skirts or tight skirts
- **\*\*Torn or ripped clothing\*\***
- Offensive printing, liquor, beer or drug promotion
- Distasteful graphics

- Tank tops, belly shirts, or crop tops

**Casual Day Coupons may NOT be used on Dress-Up Days or Mass Days.**

### **Dress-Up Days**

Dress-up days will be announced by the principal.

### **Winter Weather Attire:**

During the winter season, students should have proper outer attire: hats, mittens/gloves, snow pants, and boots **or** an extra pair of shoes.

### **Dress Code Violation and Consequences:**

- 1<sup>st</sup> offense** Student will lose his/her casual day for that month. A note will be sent home to be signed by the parent describing the uniform violation. The student must return this note to school the next day.
- 2<sup>nd</sup> offense** Student will lose his/her casual day for the next two months. A note will be sent home to be signed by the parent describing the uniform violation. The student must return this note to school the next day. The parents will be called.
- 3<sup>rd</sup> offense** Student will lose his/her casual day for the remainder of the school year. A note will be sent home to be signed by the parent describing the uniform violation. The student must return this note to school the next day. The parents will be called to bring proper uniform to school. Student will remain in the office until parent arrives with uniform.

If a student has lost his/her casual day for the month, but comes to school on Friday in casual clothing the student will lose his/her casual days for 2 months. If a second offense occurs the student will lose **all** casual day privileges for the rest of the school year.

### **ELECTRONIC DEVICES**

Electronic devices including radios, pagers, cell phones, 2-way walkie-talkies, CD players, headphones, ipods, MP3s, Wiis or *other electronic games of any type* are not considered appropriate for our teaching-learning environment. These items should **not** be brought to school. Kindels or NUKs are allowed with teacher discretion.

Generally, cell phones and pagers **should not be brought to school**. The school will take no responsibility for their loss, theft, or damage. Consideration will be given:

- When family circumstances dictate a real need to bring such a device to school, and the parent/guardian writes a note to that effect to the teacher and principal. It should be kept turned off in the student's backpack from arrival until dismissal.
- Violation of this policy will result in confiscation of the device which will be handed over to the principal until dismissal.
- Repeated violation will be dealt with on an individual basis. Parent will be called to pick up the device from the principal's office.

## **ENRICHMENT ACTIVITIES**

St. Paul School aims to involve the students in many worthwhile and enriching clubs and activities.

- Student Council – Grades 3 – 8
- Band – Grades 4 – 8
- Library Club – Grades 4 – 8
- Boy Scouts / Girl Scouts – Grades K – 8
- Mass Servers/Cantor Group – Grades 5 – 8
- Sports - Volleyball / Basketball/ Track
- Ski Club – Grades 3 – 8
- Civic Oratorion – Grades 5 – 8
- Scrabble Club
- Middle School Service Club

## **EXCEPTIONAL/SPECIAL NEEDS OF STUDENTS**

The teacher, parent and/or principal may initiate public school testing for evaluation of a suspected learning difficulty. As some students may have special needs, parents are encouraged to discuss their concerns with the teachers. Testing through the Kettle Moraine School District may be done to determine the special needs of a student. After such testing results have been compiled and discussed by all parties, the decision will be made as to the course of action most beneficial to the student. A resource specialist is also available to tutor students at St. Paul. Parents who are interested in these services should contact the principal to set-up testing.

## **EXTRA-CURRICULAR PARTICIPATION POLICY**

Students involved in the Athletic Program or other extra-curricular activities will be expected to maintain satisfactory effort, behavior and/or 2.0 GPA (Grade Point Average). Prior to the start of Athletics an agreement form will be signed by the student and parents. (See Athletics Association Handbook)).

Effort is based on individual abilities. If a student's effort, behavior or GPA is determined by the teacher and principal to be inadequate, the student and parents will be notified in writing. A conference will be scheduled among the student, parents, teachers and principal to determine an action plan to improve the student's effort, behavior or GPA. If the problem continues, or the action plan is not achieved, the student will be suspended from any extra-curricular activities in which he/she is involved. The student's behavior, effort or GPA will be re-evaluated at the **next progress report** or **report card** time. The athletic director or activity director will be notified of the suspension.

In addition, students suspended from school are *automatically* suspended from extra-curricular activities for the duration of the suspension.

### **Student / Parent Extra-Curricular Activity Agreement**

1. Eligibility to participate in extra-curricular activities is based on satisfactory effort, and/or behavior and/or a 2.0 GPA (Grade Point Average).

2. When a student involved in extra-curricular activities is not maintaining satisfactory effort, behavior or a 2.0 GPA, the following actions will occur:
  - a. The teacher will inform the student, parents, and principal of the problem in writing.
  - b. A conference among the student, parents, teacher and principal will be scheduled.
  - c. At the conference, the student, parents, teacher, and principal will agree on an action plan to improve the student's effort, behavior or GPA.
  - d. If the problem continues, or the action plan is not achieved, the student will be suspended from any extra-curricular activities in which he/she is involved. The student's behavior, effort or GPA will not be re-evaluated until the next progress report or report card time.
  - e. The athletic director or activity director will be notified of the suspension.

**FEES/FINANCIAL CONCERNS**

**Registration Fee:**

A non-refundable registration fee of \$100 per student (not to exceed \$200 per family) is required at registration. These fees will be applied to the following year's tuition.

**Book Bill/ Technology Fee:**

Grades K-8                    \$240/student

**Playground Fee:**

Grades K-8                    \$30 (per family)

**Kindergarten Milk Fee:**

\$35 *per semester* for snack times

**Home and School Fee:**

\$25.00 Home and School fee is also required for each family at St. Paul School.

**Athletic Association Fee:**

A \$60.00 fee per student per year is required to participate in athletics in grades 5-8.

**Tuition:**

	<b>Parish Member</b>	<b>Non-Parish Member</b>
Kindergarten:	\$2895.00	\$5504.00
One Student:	\$2895.00	\$5504.00
Two Students:	\$5345.00	\$10,733.00
Three Students:	\$7641.00	
Four Students:	\$9814.00	

**Parish Support:**

Parish support is vital to the continuing operation of St. Paul School. Therefore, a yearly contribution from active school parents is expected. Minimum parish member support

(envelope giving) is \$9.60 weekly (\$500 yearly). **Any amount given beyond the minimum parish member support is used for the school budget.**

There is no required contribution from Non-Parish Members.

If, due to financial difficulties you are unable to pay the fees as they are due, **please** contact the principal or pastor.

### **Tuition Assistance Policy**

All cases of tuition assistance (not parish support) will be confidentially handled by the parish pastor. In order to receive tuition assistance, an application must be filled out and turned in to the parish office. The following guidelines will apply:

- Tuition assistance for parish members will be available once a student has been accepted and passed the probationary period of one year.
- Tuition assistance for non-parish members will be available once a student has been accepted and passed the probationary period of one year.
- Financial statements such as tax returns may be requested.
- Reapplication shall be required for each succeeding year and a review may be requested at the discretion of the pastor.

The following guidelines will be considered for qualifying for tuition assistance:

- If the family meets the Federal Government Free Lunch criteria
- Unavoidable circumstances such as
  - Loss of job
  - Disaster
  - Death of a financial supporter
  - Illness

### **FIELD TRIPS**

Scheduled field trips are part of a child's total educational experience. Students are expected to participate in class field trips. In the event a student does not participate due to extenuating circumstances, a note from the parent to the teacher stating the reason must be submitted. Additional work requirements will be expected of absent students pertaining to the field trip matter. Participation in a field trip is a privilege based on a student's attitude, academic performance, and behavior at school. Therefore there might be students who will not participate in school-sponsored field trips. This decision will be made at the discretion of the teacher or principal.

### **HARRASSMENT POLICY**

St. Paul School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of illegal harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students engaged in illegal harassment.

Harassment is illegal if it is based upon a protected group status such as origin, ancestry, creed, or physical, mental or emotional disability, or any other classification protected by state or federal law.

Illegal harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical harassment, including patting, pinching.
3. Visual harassment, including derogatory cartoons, drawings.

### **Confidentiality**

A report of harassment and the subsequent investigation will be handled confidentially, to the extent possible. Information regarding the initial report, the complaint, or the investigation will not be released by the school unless required by law, or if necessary for the purpose of taking corrective action.

### **Student Harassment Complaint Procedure**

Students who believe they have been subjected to harassment, or any parent/guardian who believes his /her child has been subjected to harassment, should report the harassment. The report should be presented in writing to the principal.

In the event a complaint is made to a faculty member, the faculty member shall immediately report the complaint to the principal. All complaints of harassment should receive immediate attention and investigation.

If the investigation reveals that the complaint is valid, prompt action designed to curtail the harassment and to prevent its recurrence will be taken. If appropriate, the matter shall also be reported to the appropriate social service or law enforcement agency.

Violations of the school's harassment policy will result in discipline of the individual involved. The discipline may range from a warning to expulsion from school, depending on the facts.

## **HEALTH AND SAFETY**

### **Asbestos Report**

A copy of the St. Paul asbestos management plan is available in the parish office center.

### **Immunization**

State law requires all children to be immunized before entering school. \*Children entering kindergarten must have the VARICELLA vaccine if they have not had the chickenpox. All new students must have a complete immunization history in their school file. The record will continue to be on file as long as your child remains at St. Paul School. Please see below for the current Immunization Law requirements.

Grades K through 8: 4 DTP/DtaP/DT<sub>3</sub> 4 POLIO<sub>4</sub> 2MMR<sub>1</sub> 3 Hep B 1 Var <sub>5,6</sub>

**\*\*New vaccine requirements for grade K5: A second dose of varicella**

**\*\*New vaccine requirement for grade 6: A second dose of varicella AND  
One dose of Tdap**

1. MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
2. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
4. Polio vaccine for students entering grades kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. Var means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable.
6. Students 13 years of age or older without a prior history of chickenpox disease or a prior history of varicella vaccine before 13 years of age require 2 doses of varicella vaccine.

A waiver is available upon written consent from your physician and with the Department of Health approval.

### **Emergency Health Information**

It is important that at all times the school has accurate and up-to-date information as to the emergency contacts and specific health problems of all students. **Please contact the office should such information change during the school year.** An Emergency Health Card is on file for all students in the school office. If an accident should occur, parent/s will be notified immediately. When emergency transportation to the hospital is required, an attempt to contact parents will be made immediately. It is important that we have cellular phone numbers, pager numbers, etc.

### **Health and Welfare**

The school is concerned with the health and safety of all students. We abide by all Wisconsin State Statutes, notably on Immunization, Accidents, Child Abuse, and Drug and Alcohol Abuse. An Emergency Pupil Information file is available and shall be updated annually. Accident reports are kept on file. St. Paul follows the procedures for the Bloodborne Pathogen Exposure Plan.

### **Crisis Plan for Emergencies**

Emergency procedures have been developed for the following cases: tornado, fire, hazardous materials, assaults, bomb threats, intruders, injury or death and weapons on campus. The plan is available on request in the school office.

### **HOMEWORK**

Homework is an important and necessary process to aid in the mastery of skills, to reinforce the subject matter and to create and stimulate interest on the part of the student. Homework is a learning activity that will increase in time and complexity as the child advances in grades. *General* time guidelines, as outlined in Archdiocesan policy are:

Primary	15 – 30 minutes
Intermediate	30 – 60 minutes
Junior High	60 – 90 minutes

Homework time will vary depending on the student's study habits both at home and at school. If times significantly exceed the recommended times contact the classroom teacher **in a timely manner**.

**(Recognize that occasional long term projects may extend these times.)**

Daily homework assignments can be found at [www.newschoolnotes.com](http://www.newschoolnotes.com) Use the zip code of 53127 when prompted.

### **After School Study Detention**

Students who continually miss assignments in Grades 1-5, and middle school students who miss 3 or more assignments will serve an after school study detention. These sessions will run from 3:15 - 4:00 PM. A notice will be sent home a few days in advance of the scheduled session.

### **After School Study Help**

Teachers in all grades will arrange regular after school sessions to assist students who need extra help or tutoring now and then. The regular schedule for these times will be announced at the start of each quarter.

### **HOT LUNCH / MILK**

Hot lunch is available through the Kettle Moraine School Lunch Program on a daily basis, following KM's scheduling. A monthly menu is provided in the family folder. **Money can be loaded into your child(ren)'s lunch account for hot lunch and milk on any school day, by CHECK only.** (Parents may write one check per family.) Please make checks payable to St. Paul Hot Lunch Program. Information on using the automated system for lunch fee payments is included with the beginning of the year information and will be posted on the school website.

#### **Hot lunch prices (each lunch includes milk):**

Daily: \$3.15                      Weekly: \$15.75

#### **Milk price:**

Daily: \$.35                      Weekly: \$1.75                      Milk is offered each day to students.

#### **Kindergarten Snack Time Milk Fee:**

Each Semester: \$35.00 (In addition to any lunch purchases)

**\*\*If your child plans to take hot lunch, his/her lunch order must be given to the teacher/ or office by 8:55 AM before the lunch count is called in to Kettle Moraine.**

*Students may not purchase soda during lunch hour.*

### **LUNCH ROOM AND PLAYGROUND GUIDELINES FOR VOLUNTEERS**

#### **Working in the Lunchroom:**

1. Arrive no later than 11:30 and sign in on the office calendar.
2. Monitor lunchroom by walking around and controlling behavior.  
Students must stay seated at all times unless given permission to leave the table.

3. Principal or teacher will dismiss students in grades K – 4 at 11:55 to classroom and playground after prayer.
4. Students in grades 5 – 8 will be dismissed at 12:25PM to their teacher.
5. Assigned students - on a rotating basis - must clean the tables and chair. Floor must be swept and chairs put on tables after second lunch.
6. Parent on duty must not leave until cafeteria is cleaned.

### **Working the Outdoor Recess**

1. Parent(s) must report to school office and sign in no later than 11:30 AM.
2. Report to lunchroom.
3. Accompany students to play area at 11:55 AM.
4. Areas of play: Students should only be playing on the mowed areas of grass (not under trees and brush) and the blacktop area in front of the school.
5. Supervisors must watch students at all times, walking around the playground area, not conversing with each other.
6. Balls should be thrown away from the school building. No hardballs are allowed on the playground.
7. Only touch and flag football is allowed – NO TACKLING.
8. The equipment should be used safely. Only one student on the tire swing at a time.
9. Students are not allowed to push other students on the tire swing or on the regular swings.
10. Students are not allowed to jump off the swings.
11. Students playing on the equipment need to be below the bars and not on top of any playground equipment and bars.
12. Students may not hang on basketball hoops. Dunking of basketballs is not allowed.
13. Snow throwing of any kind is *never* allowed.
14. Students must stay off icy areas and puddles of water.
15. Students need permission to enter the building from the playground.
16. When the bell rings, play must stop, and students must line up in grade level lines.

### **Indoor Recess Guidelines**

1. When the weather is too cold (0 degrees or wind chill at 0 degrees) or too rainy, recess will be inside.
2. Supervisors will walk from classroom to classroom or monitor the gym.
3. Students must remain in their classroom or the gym, assigned on a rotation.
4. Students must have permission to leave the room to use the bathroom.
5. Play should be quiet. Each classroom has board games and appropriate indoor activities.

Supervisors need to be consistent from day to day and notify the principal of any problem that might have occurred at lunchtime. This communication informs the students that inappropriate behavior is not tolerated.

## **Injury On The Playground**

Use good judgment in handling injuries. Sending the child to the office for treatment can easily address a minor scrape or injury. Students who are injured should be escorted to the office by one buddy. If a student is injured from a fall and/or has a more serious injury, try not to move the student before assessing the injury. Keep the student calm, quiet and still. If the supervisor is unsure, send another student to the office for help. Remember: NEVER LEAVE THE PLAYGROUND UNATTENDED.

## **MEDICATION**

All medication is to be brought to the school office immediately upon arrival. (Medication is defined as anything from cough drops to prescription drugs to inhalers and epi pens.) School personnel may not administer any medication without the written request of the parent or guardian. The Medication Consent Form must be completed by the parent. All medication is to be in the original container and must be supplied by the parent. Medication Consent Forms are included in the paperwork packet given to parents at the beginning of the year. Additional forms are available in the school office and online.

In the case of long-term prescription medication, the following criteria must be met:

1. Medication Consent Form to be completed by parent.
2. Physician Order Form to be completed by physician.
3. The medication container must indicate the child's name, name of the drug, dosage, time(s) to be administered, and the physician's name.

It is the responsibility of the student, if appropriate, (not school personnel) to report for his/her medication at the designated time. Parents must notify school when the drug is discontinued or the dosage and/or time are changed. Newly written orders for medication from the physician must be renewed annually for students on long-term medication.

## **Emergency Information**

It is important that at all times the school has accurate and up-to-date information as to the emergency contacts and specific health problems of all students. **Please contact the office should such information change during the school year.** An Emergency Health Card is on file for all students in the school office. If an accident should occur, parent/s will be notified immediately. When emergency transportation to the hospital is required, an attempt to contact parents will be made immediately. It is important that we have cellular phone numbers, pager numbers, etc.

## **MIDDLE SCHOOL SERVICE CLUB**

Middle school students will be required to fulfill 15 service hours over the three-year middle school experience beginning with the 2011-2012 school year. The hours must be documented and verified by the service coordinator. Service hour distribution:

- Grade 6 = **five hours** to include **one hour** outside of the school/parish
- Grade 7 = **five hours** to include **one hour** outside of the school/parish
- Grade 8 = **five hours** to include **two hours** outside of the school/parish

## **PARENT INVOLVEMENT / SERVICE PROGRAM**

Positive parent involvement is the backbone of St. Paul School. It not only assists the school to provide services otherwise not affordable, but also gives parents an opportunity to “see the school in action”. A volunteer activity description list is sent to all parents at the beginning of each school year. On Orientation Day, parents may begin to sign up for their volunteer times. The Parent Service Program requires each family to give **25 hours** of service per year or pay a fee of \$10.00 per hour of service not given. Of the 25 hours, **5** must be spent during lunch time to supervise playground activities from 11:30 AM to 12:30 Noon. A fee of \$10 per hour not served will be added on to the May tuition.

**Parent service hours should be recorded in the Family Folder.**

## **PARENTAL VISITATION**

### **Emergency Contacts**

We ask that parents arrange emergency contacts with students through the office. Forgotten books, lunches, and clothes can be dropped off in the office and will be delivered to the student at the appropriate time.

### **Visitation**

**All visitors to the building must sign in and out at the school office.** Visitation may be made at the request of the parent, teacher or principal. In the case of parent-initiated requests, after receiving authorization from the principal, the parent should then contact the teacher to schedule the date, time, and length of visitation. Times will be set that will not interfere with total classroom learning while taking the parents’ schedule into consideration.

Thank you for helping us preserve your child’s instructional time.

## **PLANNING AND ACCREDITATION PROCESS**

Catholic schools are accredited through the Milwaukee Archdiocese Office for Schools, Child and Youth Ministries and the Wisconsin Coalition of Religious and Independent Schools upon demonstration that outlined standards have been met.

The standards of the Office for Schools are based on the requirements for Catholic schools as they are stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, the Office for Schools, Child and Youth Ministries, the Wisconsin Department of Public Instruction, and the Wisconsin Religious and Independent Schools Association. Each school adapts its planning efforts to meet all goals and objectives associated with those standards.

A formal seven-year planning process, School Planning and Accreditation (SPA), guides Archdiocesan Schools in providing the sequential and developmental instruction offered to all students.

St. Paul School’s most recent successful SPA was conducted in December, 2007.

## **REPORTING SYSTEM**

### **Report Cards**

In order to inform parents of their student's academic achievement as well as their social and emotional growth, MILWAUKEE ARCHDIOCESAN STANDARDS-BASED REPORT CARDS are issued four times per year. The signed report card envelope must be returned on or before the fifth following school day. Outstanding financial obligations will result in the last report card being held in the Parish Office. Arrangements for release of the report card must be made through the Parish Office (968-3865) or in person.

### **Progress Reports**

Written or verbal teacher contact will be initiated for outstanding performance or behavior as deemed necessary. Written progress reports will be issued by all teachers at the mid-point of each quarter. Progress reports are to be signed and returned to the homeroom teacher on or before the fifth following school day.

Special progress reports will be sent to some of the students on an as-needed basis. We believe direct communication via telephone/personal contact is far more effective and furnishes the necessary give and take to resolve any existing problems.

### **Conferences**

Conferences are mandatory for all students at the end of the first quarter. Every effort will be made to accommodate conference time requests within the scheduled times. Students are *expected* to attend the conference with their parent/guardian. Additional individual conferences may be scheduled throughout the year.

### **Marking System**

#### **Kindergarten**

Progress Toward Personal/Social Growth and Learner Behaviors

**S** = Secure: Student demonstrates age appropriate behavior

**P** = Progressing: Student has shown progress with age appropriate behavior

**N** = Needs improvement: Student needs to develop age appropriate behavior

#### **Grades 1 – 2**

Progress Toward Content Standards – Grade Level Exit Expectations

**S** = Secure: Demonstrates a complete understanding and application

**P** = Progressing: Demonstrates a general understanding

**N** = Needs improvement: Demonstrates an inconsistent understanding

#### **Proficiency Key for State Standards/Exit Expectations**

\* = **Advanced:** Student demonstrates exemplary understanding and application

+ = **Proficient:** Student demonstrates consistent understanding and application

/ = **Basic:** Student demonstrates a general understanding, but inconsistent application of information

- = **Minimal:** Student demonstrates a lack of understanding of key concepts and skills

#### **Grades 3 – 8 Achievement Grade Scale**

A+ 100-99= 4.3 PTS

A 98-95=4.0 PTS

A-	94-93=3.7 PTS
B+	92-91=3.5 PTS
B	90-87=3.0 PTS
B-	86-85=2.7 PTS
C+	84-83=2.5 PTS
C	82-79=2.0 PTS
C-	78-77=1.7 PTS
D+	76-75=1.5 PTS
D	74-72=1.0 PTS
D-	71-70=0.7 PTS
U	69& Below 0.0 PTS
I	Incomplete – grade to be issued upon completion of excused absent work.

### **GPA Calculation - Subject Weights**

Religion	1.0
Reading	1.0
Language	1.0
Math	1.0
Science	1.0
Social Studies	1.0
Music	0.20
Computer	0.20
Phys. Ed.	0.20
Spanish	0.20
Art	0.20

### **Honor Roll Criteria**

HIGH HONORS	-	4.3 – 3.5 Grade Point Average
HONORS	-	3.49 – 3.0 Grade Point Average

### **Monthly Special Recognitions**

At the end of each school month, students from each grade may be recognized for their demonstration of *Random Acts of Kindness* or their exemplary performance under the “*We Are Buddies, Not Bullies*” criteria for that month.

### **Retention**

Individualized programs offered at St. Paul School allow for flexibility of instruction within each grade level. Retention of a student will be done judiciously after considering grade expectations and student performance. The student’s progress will be carefully monitored and conferences will be held among the teacher, parent(s) and principal until a final determination can be made.

### **School Records**

A cumulative record for each student is kept on file in the school office. These are permanent records, which include the following information:

Scholastic records from grades K-8	Results of standardized tests
Results from any psychological tests	Attendance and tardiness records
Health records	Promotions and retentions

Any other important information

*Parents may review their child's records by appointment only.*

### **Standardized Testing Program**

All students in grades 2 through 8 receive the Iowa Test of Basic Skills in spring. Parents are encouraged to review the test results of their child/ren. All parents are notified when the results are available.

### **STUDENT SALES**

Wisconsin Statute 103.21 governs the fund-raising activities sponsored by the Home and School Association. It states:

“A minor under 12 years of age may work in a fund-raising sale for a non-profit organization, a public school or a private school under the following conditions:

- (a) Each minor must give the non-profit organization, public school, or private school written approval from the minor's parent or guardian.
- (b) Each minor under 9 years of age or each group containing one or more minors under 9 years of age must be physically accompanied by a parent or a person at least 16 years of age.

Minors 12 years of age or older may be employed in street trades, and any minor may work in fund-raising sales for non-profit organizations, public schools or private schools.

### **ST. PAUL HOME AND SCHOOL / SCHOOL BOARD**

St. Paul School has a supportive and enthusiastic Home and School Board and Association. All school parents are encouraged to attend Home and School meetings and functions communicated in the school newsletter and on the website.

The St. Paul School Board, an elected educational advisory committee of the Parish Council, also welcomes anyone to attend their monthly meetings usually held on the second Tuesday of each month. Minutes are posted on the school website.

### **TECHNOLOGY USE**

#### **Acceptable Use Policy for Computers & Telecommunications**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of the students, employees, and others affiliated with the school. The equipment, software, and network capacities provided through school computer services are and remain the property of the 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 including cyber bullying or any technology misconduct will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. **All** students will be required to have on file and “Agreement for the Use of Computers and Telecommunications Parental Consent Form” before they will be allowed any computer access.

## **TELEPHONE USAGE**

Parents are asked to help ease the problem arising from students making telephone calls during the school day. A brief check in the morning to assure the day's needs are met could lessen the number of calls made from the school office. Students must receive permission from their teacher prior to coming to the office to make the call.

When calling school, an unanswered ring does not mean that there is no one here to answer the telephone. It might suggest that someone is using the telephone and unable to switch over at that particular time in the conversation. *Please*, either leave a message, or wait a few minutes and call back again.

## **TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL**

### **Bus Service**

Those students residing in the Kettle Moraine Public School boundaries and the Waukesha Public School boundaries are provided bus service, at no cost, to and from school. Arrangements can be made by contacting Dousman Transport (965-2214) for the Kettle Moraine District, or Dairyland Bus Company (542-0405) for the Waukesha District. Students residing in the Mukwonago Public School boundaries, and in the St. Paul boundaries, are entitled to monetary reimbursement in lieu of public-supported transportation. Names of students attending St. Paul are submitted to the public school district office by St. Paul School office personnel.

### **Private Vehicle**

State law covers all drivers transporting pupils, other than their own children, to and from curricular and extra-curricular activities if such transportation is authorized by the governing body of the private school regardless of whether a contract exists or not. Passengers must be seated in permanently fastened seats, facing forward, and seat belted.

**The driver must have on file, at the school, a signed form that specifies pertinent information (including liability limits) and the driver's license number.** The driver must be a licensed driver and at least 18 years of age with a good driving record as specified by Wisconsin Statute 121.555.

## **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 following is our school policy:

- 1. The school community will 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 program, staff and students are encouraged to make 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. **The school community will reduce student access to foods of minimal nutritional value.**
    - Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.
    - 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.

### **St. Paul School Specific Wellness Recommendations**

**Snacks:** Snacks consumed during the school day should make a positive contribution to children's diets and health, with an emphasis on serving **fruits and vegetables** as the primary snacks, **limiting items having sugar content in excess of 35% of total weight** and having **water** as the primary beverage. Special consideration should be given to the timing of snacks based on school meals, students' nutritional needs and any specific health concerns. A list of recommended healthful snack items will be made available to teachers and parents.

**Rewards:** Our school will discourage using foods or beverages as rewards for academic performance or good behavior, especially edible items that do not meet the nutrition standards set forth in the 2005 Dietary Guidelines for Americans. Creative ways to use physical activity as a classroom reward is encouraged.

**Celebrations, Parties and Birthday Treats:** Our school will try to limit celebrations that involve food during the school day to no more than one party per class per month. Birthday treats, star of the week, etc. treats should be **in place of the daily snack** and be limited to the items contained on the healthful snack list. Each monthly party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages.

**Special Considerations:** Diet and nutritional needs of individual students may impact food consumption in the classroom. Food allergies restricting food items brought into the classroom and the scheduling of diabetic snacks must be taken into consideration in such a way that does not isolate or stigmatize any student, nor put unnecessary restrictions on the whole classroom. The school will seek outside assistance with food planning if students with special needs are in the classroom.

- It is recognized that there are rare and special occasions when it is acceptable to deviate from these guidelines.
- It is recommended that all classroom eating be no less than 2 hours prior to a scheduled meal.

**SITUATIONS NOT SPECIFICALLY ADDRESSED  
IN THE HANDBOOK  
WILL BE DETERMINED BY THE PRINCIPAL.**