

WAUKESHA CATHOLIC SCHOOL SYSTEM
FAMILY HANDBOOK
2023-2024

Administrative Offices

221 S. Hartwell Ave.

Waukesha, WI 53186

262-896-2929

Website: www.waukeshacatholic.org

St. William Campus

Grades K3 – 2

444 N. Moreland Blvd.

Waukesha, WI 53188

262-896-2929

Emergency only: 262-565-7293

St. Mary Campus

Grades 3 - 8

520 E. Newhall Ave.

Waukesha, WI 53186

262-896-2929

Emergency only: 262-565-7292

St. John Neumann

2400 W. State Highway 59

Waukesha, WI 53189

262-922-9285

www.ccwauk.org

St. Joseph

818 N. East Ave.

Waukesha, WI 53186

262-922-9285

www.ccwauk.org

Notice of Disclaimer

Every effort is made to treat members of the Waukesha Catholic community with respect and fundamental fairness. The Family Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the Archdiocese of Milwaukee Policies and Regulations Handbook will be conferred as appropriate. "The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made." The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Contents of this document are subject to the interpretation of the Waukesha Catholic administration. All decisions made by the Waukesha Catholic administration with regard to this handbook, its contents and its enforcement will be considered final.

The rules specified in this handbook are applicable to all students in attendance at Waukesha Catholic.

Religious Identity

Waukesha Catholic is a Roman Catholic School that abides by the tenants of the Catholic faith. Many federal laws, rules, court rulings, and prior practice recognize our religious liberties and we fully claim those rights. Waukesha Catholic is a member of the Wisconsin Council of Religious and Independent Schools, which has been protecting our religious liberty since 1974, representing nearly 800 schools statewide. WCRIS is the official state chapter of the Council for American Private Education (CAPE), which has affiliates in 36 states.





Waukesha Catholic School System will be referred to as Waukesha Catholic throughout this handbook.



Waukesha Catholic School Calendar 2023-24

St. Mary Campus (SMC) / St. William Campus (SWC)

Please note that all events, dates, and times are subject to change.

August	18 & 20	Pick-up of Waukesha Catholic information packet. ALL packets will be at St. Mary Campus/Parish - Lower Narthex on Friday, August 18 from 9:00 am-12:00 pm or after all the Masses on Sunday, August 20. Enter the glass doors off the lower parking lot
	20	Welcome Back Mass and Social - 11:00 a.m. Mass at St. Mary - Ice Cream Social to follow
	21-24	Teacher In-service days
	22	PACKET TURN-IN DAY and PICTURE DAY, return forms to campuses, visit rooms and teachers from 12:00-6:00 pm (Note: This is a Tuesday!)
	22	St. William Campus Parent Night, 6:00-8:00 pm
	28	First day of school at St. Mary Campus and St. William Campus / Regular school hours
	29	First day of school - K3 (T-Th-F)
September	1	No School
	4	No School / Labor Day
	6	St. Mary Campus Parent Night, 6:00-8:00 pm
	16	Middle School Social at St. Mary Campus, 7:00-9:00 pm
	29	Grandparents Day - SWC, 10:00-11:30 am; SMC, 1:15-3:15 pm
		
October	5-6	No School / Teacher In-service
	14	Soles Walk for Catholic Education, 1:00-3:00 pm at St. Mary Campus
	19	Early Dismissal / SMC - 11:20 am; SWC - 11:40 am; Conferences after school, 1:00-4:00 pm and 5:00-8:00 pm
	20	No School / Conferences 8:00 am-12:00 pm, all at SMC
	27	Halloween Spooktacular at SWC Gym, 6:00-8:00 pm
November	10	Pastries with Parents at SWC, 9:00-10:15 am
	16	Kindergarten Open House at SWC - 10:00-11:00 am
	22-24	No School / Thanksgiving Break
		
December	1	End of First Trimester
	8	Report cards uploaded - Grades 1-8
	22	Early Dismissal / SMC - 11:20 am; SWC - 11:40 am
	25-29	No School / Christmas Vacation

Christmas vacation begins on the afternoon of Friday, December 22, 2023 - Tuesday, January 2, 2024

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January



- 2** No School / Christmas Vacation
- 3** Classes Resume
- 15** No School / Teacher In-service
- 20** Snowball Dance at SMC Gym, 6:00-8:00 pm
- 27-28** Home & School Hospitality after Masses at St. Mary Parish and St. Joseph Parish
- 28** Catholic Schools Week Open House at SWC, 8:30-11:30 am

Catholic Schools Week Sunday, January 28 - Saturday, February 3, 2024

February

- 3** Waukesha Catholic Dinner and Auction at the Ingleside Hotel, 5:00 pm Mass followed by 5:45 pm auction registration
- 3-4** Home & School Hospitality after Masses at St. Mary Parish and St. John Neumann Parish
- 4** Open House at SMC, 9:00-11:00 am
- 8** Conferences in classrooms, 4:00-8:00 pm
- 9 & 12** No School / Teacher In-service
- 21** Parent Lunch at SMC



March



- 1** Second Trimester Ends
- TBD** Dr. Seuss's Birthday Celebration / SWC Parish Hall, 6:00-8:00 pm
- 4** No School / Teacher In-service (Weather make-up day, if needed)
- 8** Report cards uploaded - grades 1-8
- 28** Lenten Retreat; Early Dismissal / SMC - 11:20 am; SWC - 11:40 am (Easter break begins)
- 29** No School / Easter break

April

- 1-5** No School / Easter break
- 8** Classes resume
- 12** Middle School Social at SMC Gym, 7:00-9:00 pm
- 19** Trivia Night / SMC Community Room, 6:00-8:00 pm



May



- 3** No School / Teacher In-service (Weather make-up day, if needed)
- 10** Kindergarten Orientation at SWC Parish Hall, 9:30-10:30 am
- 24** All School Mass followed by Boosterthon at SMC, 9:00 am-12:00 pm
- 27** No School / Memorial Day

June

- 5** 8th-grade Graduation at SWC, time 6:00-8:00 pm
- 5** Fun Day at SWC - Time TBD
- 6** Fun Day at SMC - Time TBD
- 7** Early Dismissal for last day of school / SMC - 11:20 am; SWC - 11:40 am; End of Third Trimester



Waukesha Catholic School Personnel 2023-2024

ST. WILLIAM CAMPUS – K3 - 2

444 North Moreland Boulevard, Waukesha, WI 53188

Telephone: (262) 896-2929

Fax: (262) 896-2934

Emergency Cell Phone Number to the School 262-565-7293

Phone Extension:

Emails:

Principal	Ms. Lisa Kovaleski	5101	lkovaleski@waukeshacatholic.org
Associate Principal	Mr. Joe Heinecke	5201	jheinecke@waukeshacatholic.org
Administrative Assistant	Mrs. Wendy Brown	5100	wbrown@waukeshacatholic.org
Latino Family Liaison	Mrs. Teresa Velazquez	5202	tvelazquez@waukeshacatholic.org
K3 A & B	Mrs. Jennifer McDonnell	5152	jmcdonnell@waukeshacatholic.org
K4 A	Mrs. Linda Gygas	5154	lgygas@waukeshacatholic.org
K4 B	Mrs. Sarah Thorpe	5156	sthorpe@waukeshacatholic.org
K5 A	Ms. Kristin Kelliher	5149	kkelliher@waukeshacatholic.org
K5 B	Mrs. Shannen Tallinger	5150	stallinger@waukeshacatholic.org
Grade 1-1	Miss Noreen Schultz	5141	nschultz@waukeshacatholic.org
Grade 1-2	Miss Sandra Pupp	5143	spupp@waukeshacatholic.org
Grade 2-1	Mrs. Emma Forsythe	5140	eforsythe@waukeshacatholic.org
Grade 2-2	Ms. Lisa George	5142	lgeorge@waukeshacatholic.org
Library	Mrs. Sara Carson	5144	scarson@waukeshacatholic.org
Music	Ms. Linda Orlandi	5151 (SWC)/5228 (SMC)	lorlandi@waukeshacatholic.org
Physical Education	Mrs. Katie Rutzinski	5123 (SWC)/5225 (SMC)	krutzinski@waukeshacatholic.org
Art / Grades 1 and 2	Mrs. Jennifer Komp	5155	jkomp@waukeshacatholic.org
School Counselor	Mrs. Mollie Kriesel	5153 (SMC)/ 5236 (SMC)	mkriesel@waukeshacatholic.org
Technology Coordinator	Mrs. Elizabeth Lingo	5226	elingo@waukeshacatholic.org
Math/Resource/Title	Mrs. Lori Flood	5237	lflood@waukeshacatholic.org
Reading/Resource/Title	Mrs. Jennifer Kocovsky	5238	jkocovsky@waukeshacatholic.org
Spanish Teacher	Ms. Barb Truog	5131	btruog@waukeshacathoic.org
Director of Food Service	Mrs. Joy Suzik	5213	jsuzik@waukeshacatholic.org

Teaching Assistants:

TA K3	Mrs. Jennifer Komp		jkomp@waukeshacatholic.org
TA K4 A	Mrs. Mary Norgord		mnorgord@waukeshacatholic.org
TA K4 B	Mrs. Deanna Hanish		dhanish@waukeshacatholic.org
TA K5 A	Mrs. Ann Plier		aplier@waukeshacatholic.org
TA K5 B	Mrs. Lourdes Marquez		lmarquez@waukeshacatholic.org
TA K5 B	Mrs. Jennifer Komp		jkomp@waukeshacatholic.org
TA - First Grade	Mrs. Sara Carson		scarson@waukeshacatholic.org
TA - Second Grade	Mr. William Kaul		wkaul@waukeshacatholic.org
Teaching Assistant - ELL	Mrs. Sue Bernhardt	5148	sbernhardt@waukeshacatholic.org
Before & After Care Director	Mrs. Sherry Marino	5124	care@waukeshacatholic.org

Waukesha Catholic School Personnel 2023-2024

ST. MARY CAMPUS – GRADES 3 - 8

520 East Newhall Avenue, Waukesha, WI 53186

Telephone: (262) 896-2929

Fax: (262) 896-2934

Emergency Cell Phone Number to the School 262-565-7292

Principal	Ms. Lisa Kovalski	5101	lkovalski@waukeshacatholic.org
Associate Principal	Mr. Joseph Heinecke	5201	jheinecke@waukeshacatholic.org
Administrative Assistant	Mrs. Debby Dunk	5200	ddunk@waukeshacatholic.org
Latino Family Liaison	Mrs. Teresa Velazquez	5202	tvelazquez@waukeshacatholic.org
Grade 3-1	Miss Sara Doubek	5214	sdoubek@waukeshacatholic.org
Grade 3-2	Mrs. Katie McNett	5213	kmcnett@waukeshacatholic.org
Grade 4-1	Mrs. Cynthia Clarke	5216	cclarke@waukeshacatholic.org
Grade 4-2	Mrs. Betty Wieczorek	5215	bwieczorek@waukeshacatholic.org
Grade 5-1	Ms. Laura Foley	5217	lfoley@waukeshacatholic.org
Grade 5-2	Mrs. Linda Mlynarek	5218	lmlynarek@waukeshacatholic.org
Grade 6-1	Ms. Lucy Tousignant	5219	ltousignant@waukeshacatholic.org
Grade 6-2	Mrs. Catherine Beres	5220	cberes@waukeshacatholic.org
Grade 7-1	Ms. Emily Messina	5221	emessina@waukeshacatholic.org
Grade 7-2	Mrs. Megan Garczynski	5222	mgarczynski@waukeshacatholic.org
Grade 8-1	Mrs. Tiffany Lindbloom	5223	tlindbloom@waukeshacatholic.org
Grade 8-2	Mr. Rob Granger	5224	rgranger@waukeshacatholic.org
Art / Grades 3 - 8	Miss Olivia MacGillis	5227	omacgillis@waukeshacatholic.org
Band	Mrs. Kris Bartels	5229	kbartels@waukeshacatholic.org
Music	Ms. Linda Orlandi	5151 (SWC)/5228 (SMC)	lorlandi@waukeshacatholic.org
Math	Mrs. Elizabeth Lingo	5226	elingo@waukeshacatholic.org
Physical Education / Grades 6-8	Mr. Chris Hanson	5225	chanson@waukeshacatholic.org
Physical Education / Grades 3-5	Mrs. Katie Rutzinski	5123 (SWC)/5225 (SMC)	krutzinski@waukeshacatholic.org
Librarian	Mrs. Joy Suzik	5213	jsuzik@waukeshacatholic.org
Reading/Resource/Title	Mrs. Jennifer Kocovsky	5238	jkocovsky@waukeshacatholic.org
Math/Resource/Title	Mrs. Lori Flood	5237	lflood@waukeshacatholic.org
Resource Specialist – ELL	Mrs. Sheilah Schmitzer	5239	sshmitzer@waukeshacatholic.org
Resource Specialist	Mrs. Pamela Duffek	5234	pduffek@waukeshacatholic.org
Spanish Teacher	Miss Jessica Cervantes Flores	5233	jcervantesflores@waukeshacatholic.org
School Counselor	Mrs. Mollie Kriesel	5236	mkriesel@waukeshacatholic.org
Technology Coordinator	Mrs. Elizabeth Lingo	5226	elingo@waukeshacatholic.org
Director of Food Service	Mrs. Joy Suzik	5213	jsuzik@waukeshacatholic.org

Teaching Assistants:

Teaching Assistant - 3 rd Grade	Mrs. Trish Wieczorek		twieczorek@waukeshacatholic.org
Teaching Assistant – 4 th Grade	Mrs. Mary Butler		mbutler@waukeshacatholic.org
Teaching Assistant – 5 th Grade	Mrs. Catie Joecken		cjoecken@waukeshacatholic.org
Teaching Assistant - Middle school	Mrs. Chrissy Ray		cray@waukeshacatholic.org
Teaching Assistant – Middle School	Mrs. Ashley Trimborn		atrimborn@waukeshacatholic.org
Teaching Assistant – Resource	Mrs. Jen Kools		jkools@waukeshacatholic.org
Before & After Care Director	Mrs. Sherry Marino	5124	care@waukeshacatholic.org

Waukesha Catholic System Personnel 2023-2024

221 S. Hartwell Avenue, Waukesha, WI 53186

System Fax: (262) 896-2934

Telephone: (262) 896-2929

Website: www.waukeshacatholic.org

Principal	Ms. Lisa Kovalski	lkovalski@waukeshacatholic.org	5101
Assistant to Administration	Mrs. Michaela Turner	mturner@waukeshacatholic.org	5102
Administrative Assistant	Mrs. Lynda Baumann	lbaumann@waukeshacatholic.org	5203
Business Manager	Mrs. Mary Jo Bartelt	mbartelt@waukeshacatholic.org	5204
Development Director	Ms. Lidia Crivello	lcrivello@waukeshacatholic.org	5205
Director of Admissions & Marketing	Mrs. Meghan Gorzalski	mgorzalski@waukeshacatholic.org	5206
Events Manager/Development Assistant			5207
Athletic Director	Mr. William Serb	athleticdirector@waukeshacatholic.org	5210
Scrip Office	Mrs. Charlotte Hartmann	scrip@waukeshacatholic.org	5208

Waukesha Catholic Schools

St. Mary Campus

520 E. Newhall Ave.

Waukesha, WI 53186

Principal: Lisa Kovalski

Associate Principal: Joe Heinecke

St. William Campus

444 N. Moreland Blvd.

Waukesha, WI 53188

Principal: Lisa Kovalski

Associate Principal: Joe Heinecke

The Four Parishes of Waukesha Catholic

Phone: 262-922-9285

Fr. Matthew Widder, Pastor

Fr. Patrick Heppe, Associate

Fr. Jorge Perez, Associate

Fr. Charles Wrobel, Associate

St. John Neumann

2400 W. State Highway 59

Waukesha, WI 53189

St. Joseph Parish

818 N. East Avenue

Waukesha, WI 53186

St. Mary Parish

225 S. Hartwell Avenue

Waukesha, WI 53186

St. William Parish

440 N. Moreland Blvd.

Waukesha, WI 53188

Waukesha Catholic Board of Directors

Email - boardofdirectors@waukeshacatholic.org

Elizabeth Brzeski – President, St. Mary Parish

Marisela Marchan – VP, St. Joseph Parish

Frank Franco – Member at Large, St. Joseph Parish

Matthew Harris – Member at Large

Jill Larson – Member at Large

Nick Hudzinski - Member at Large

Mary Ann Prager - Member at Large

Joseph Fricano - Member at Large

Nancy Knapp - Pastoral Council

Waukesha Catholic Home & School Association

Executive Board

Email - homeandschool@waukeshacatholic.org

Chairs: Liz Johnson

Past Chair/Vice Chair: Kathy Murphy-Ott

Secretary: Molly Krewal

Treasurer: Sarah Tober

Communication Director: Jacque Metoff

Committee Chairs

Social & Events Chair: Cait St. George

Room Parent Chair: Molly Krewal

Outreach Chair: Open

Staff Appreciation Chair: Anne Papka

Fundraising Chair: Open

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- Uniform Policy for Girls, grades K5 to 8
- Bus Rules for Ridership (1 page)
- Waukesha Catholic Authorization to Administer Non-Prescription Medication – Parental Consent Form (1 page)

- Waukesha Catholic Authorization to Administer Prescribed Medication – Parental Consent Form AND Physician’s Order (1 page)
- Allergy Action Plan (Release Form for Student Emergency Medication Use) (1 page)
- Health Care Plan – Sample – (2 pages)
- Waukesha Catholic Acceptable Use Policy for the use of Computers & Telecommunications

Mission Statement

Waukesha Catholic **instills faith and inspires futures** by nurturing each child's gifts with an education rooted in Gospel values and a culture of community, compassion, and love.

VALUES

Values Espoused by Waukesha Catholic

Focus on the Whole Child...fostering the spiritual, emotional, intellectual, social and physical development of our children, while recognizing each one's uniqueness

Academic Excellence...measuring our programs, teachers and students against the highest national standards

Catholic Faith...embodying the practice of Catholic family values and participation in the sacramental and moral life of the Church

Respect...reflecting human dignity in our actions toward self and others

Responsibility...being accountable for one's actions and attitudes

Reverence...demonstrating honor for God and all God's creatures

Diversity...exemplifying our commitment to attract students and faculty who represent the cultural, economic and family makeup of our community

Inclusiveness...removing barriers to make Catholic education possible for all children

Participation...involving students, their families and parishioners in the life of the school, parish and community

VISION STATEMENT

Waukesha Catholic is a dynamic community made up of students & families from diverse backgrounds who share their talents as individuals within the greater community. The students participate in many collaborative learning experiences, while utilizing their own learning styles to fulfill their unique potential.

An atmosphere formed by love and our Catholic faith, combined with high quality programs, make our school a desirable and trusted resource within the community. Social awareness and acceptance are ideals lived out by our student body and staff. Participation in the sacramental life of the Catholic Church nurtures both social and spiritual development.

Families come to us to educate the minds, hearts and souls of their children. The needs and unique gifts of each student are considered in the instructional programs and learning experiences. Parish members witness the joy of our students learning about and engaging in our Catholic faith. Partnerships have been developed with area businesses and organizations to support the needs of the school and larger community. Others, inspired by the service learning of our students, seek ways to collaborate with us to build the Kingdom of God.

Our impact reaches far beyond our hallways. We watch with confidence as our students reach out from our classrooms into their futures with a sense of purpose, and the skills and knowledge needed to make a positive difference, based on Gospel values, in an ever-changing world.

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

ACCREDITATION OF CATHOLIC SCHOOLS (6181)

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

ADMISSIONS

• POLICY STATEMENT ON ADMISSION (5110.1)

Waukesha Catholic admits students of any race, color, national origin, ethnicity, sex, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnicity, sex, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

• REGISTRATION and WAUKESHA CATHOLIC ADMISSION CRITERIA (5110)

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

1. Children in attendance the previous year provided that all current school financial obligations are fulfilled and/or those students that meet the eligibility requirements for the Wisconsin Parental Choice Program.
2. Siblings of children in attendance the previous year provided that all the family's financial obligations have been met and/or those students that meet the eligibility requirements for the Wisconsin Parental Choice Program.

Criteria used for selection include, but are not limited to:

- *Those who were on the waiting list the previous year,*
- *Number of years as a parish/school family*
- *Parish/School participation in liturgy, stewardship of time, talent, treasure*

3. A child of parents who are parish members of St. John Neumann, St. Joseph, St. Mary, and/or St. William Parish and those students that meet the eligibility requirements for the Wisconsin Parental Choice Program.
4. Children of parents of other Catholic parishes and/or those students that meet the eligibility requirements for the Wisconsin Parental Choice Program.
5. Children of other religious affiliation and/or those students that meet the eligibility requirements for the Wisconsin Parental Choice Program.

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

Students applying through the Wisconsin Parental Choice Program (WPCP) will be evaluated solely on the basis of their eligibility for the program. If more WPCP students apply during the application period than the school has space, students will be selected randomly.

• PRE-KINDERGARTEN, KINDERGARTEN AND FIRST GRADE ADMISSIONS (5111 and Wisconsin Statute 118.14)

No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1st in the year he or she proposes to enter school.*

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

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

No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1st in the year he or she proposes to enter school and has completed a Kindergarten five year old program.* Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade.

*On rare occasions, the principal may make an exception to the above guidelines. Exceptions will only be granted to students that are not applying through WPCP.

Schools participating in the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates and therefore may not admit under-age students to kindergarten or first grade.

• **EVIDENCE OF DATE OF BIRTH**

A legal birth certificate or other authentic proof of a student's age must be verified prior to a student's admission.

• **ENTRANCE SCREENING**

A screening process is conducted for students new to Waukesha Catholic, which may include a formal interview, testing, questionnaire, etc. The screening will take place after acceptance and is used for grade placement purposes. If you have questions about the entrance screening, please contact the principal.

• **SCHOOL ENROLLMENT AND REGISTRATION - NEW STUDENTS**

All parents of prospective/new students wishing to attend Waukesha Catholic are required to complete the following enrollment process:

1. Parents must complete the application form. Parents are required to indicate whether or not a student has any identified health and/or special education needs.
2. Parents must submit all current, accurate and complete information regarding the student's needs, including special education, medical, or psychological evaluations, and any current IEP or accommodation plan. Parents must also submit most recent report card and standardized test scores as evidence of achievement in the school last attended, if applicable.
3. Parents and student must attend an admissions interview with school leaders and external agencies (if appropriate).
4. Upon completion of the admissions interview and review of submitted documentation, the school administrator will use an appropriate accommodation planning process to determine level of educational need and necessary adjustments, if applicable.
5. If needs can be met with minor adjustments, then the school enrolls the student.
6. If the student's needs are beyond the ability of the school to meet with minor adjustments, then the parent is referred to the local school district for enrollment.
7. If the student is transferring from another school, when the transfer is not due to change of address, the principal will contact the former school for the reason of transfer. Upon receiving verification of successful grade completion and that the student left/is leaving the previous school in good standing, the student is then formally enrolled. Waukesha Catholic reserves the right to not enroll or terminate enrollment for a student that has been expelled from a previous school.

The final decision for admission, instruction, and retention of any student rests with the principal/administrator. This decision is not subject to appeal to the school board.

All students accepted into Waukesha Catholic are expected to comply with the rules and procedures of the classroom and school. If students do not comply with the classroom and school rules, appropriate disciplinary measures will be taken and/or another educational setting may be recommended for the student (see Discipline).

Probation:

All new students admitted to Waukesha Catholic are enrolled on a probationary status for one full academic year. Administrative and faculty assessments will be made during this period of time to determine if the school can meet the student's needs.

Throughout the probationary period the school administration and staff will review and evaluate the student's behavioral and academic status based on criteria such as but not limited to:

- Academic progress
- Notices of Concern received
- Disciplinary Referrals received
- School Suspensions received

If the academic and/or behavior standards are not met, the probationary period can be extended, or another school setting will be recommended.

- **ENROLLMENT OF STUDENT WITH SPECIAL NEEDS (6164.3)**

Waukesha Catholic welcomes children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into Waukesha Catholic, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled only if a program and resources are available at Waukesha Catholic to meet the student's special needs.

Admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal/administrator. Administrators will give careful consideration to the admission of students with special needs, but are not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Waukesha Catholic reserves the right to terminate enrollment if it is determined that information pertaining to a child's special needs was not disclosed during the registration process.

- **WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)**

In 2015, Waukesha Catholic joined the Wisconsin Parental Choice Program. This decision has allowed Waukesha Catholic to live out our mission and value statements of being an inclusive community that removes barriers so Catholic education is possible for all children.

Parents wishing to participate in the program must complete the online application at: <https://sms.dpi.wi.gov/ChoiceParent/> during the open application period. Upon completion of the online application, the applicant must provide Waukesha Catholic with the appropriate documentation regarding proof of residency and income eligibility. The administration of Waukesha Catholic will then use the Wisconsin Parental Choice Program Student Application Checklist to review and verify each application. An applicant will be notified within 60 days after receiving the application whether the application has been accepted or rejected. If Waukesha Catholic rejects the application, the notification will include the reason. The school will only reject an application for not meeting the necessary income and residency requirements, or for losing a random selection drawing.

At the end of the application period, if the number of eligible Choice applications for any grade level that are submitted exceeds the number of Choice seats available for that grade level, the Department of Public Instruction will conduct a random drawing to determine which applicants are accepted, and parents are notified of the admission or non-admission to the Choice program.

Families wishing to appeal a decision of a rejected application may take their concern to the principal by sending a written request and defense of application within five business days of notification of the rejection. The written request will be taken into consideration by the principal and pastor liaison and a mutual final decision will be made, followed by an explanation of the decision to the rejected family.

ARTICLES PROHIBITED IN SCHOOL

Items, as seen by the administration as hazards to the safety of others or interfere in some way with school procedure, are prohibited. Such items as lighter/matches, sling shots, hard balls, knives, guns (of any type including toy), e-cigarettes and/or vaping devices, or any item that can be used as a weapon are unsafe in a school setting. Devices such as laser pointers or similar objects, and electronic/media devices (except those allowed by the Acceptable Use Policy) that interfere with school routine are not allowed.

Students are allowed to have cell phones, but they must be off and kept in their lockers during the school day. Smartwatches or any other “smart” device that allows for access to the internet (either via WiFi or a data plan), sends or receives text messages, and/or has picture taking capabilities are not allowed to be worn during the school day. Parents are requested to help children understand the necessity for such regulations. Consequences, for having one of these or similar items, are up to the discretion of the principal.

ASBESTOS STATUS INFORMATION (5140.11)

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

ATTENDANCE (5112)

• ABSENCES AND TARDIES

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wisconsin State Statute 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child’s absence. It is the responsibility of the parent/guardian to provide verbal or written reasons for their child’s absence before 9:00 AM on the day of the absence. It is the responsibility of the school office to record whether the excuse to be considered is excused or unexcused (truant), according to established school guidelines.

Parents/guardians may excuse their child from attendance in school for up to ten (10) days per school year. A medical excuse will be required for any additional absence(s) exceeding ten (10) days per school year, otherwise the absence(s) will be considered unexcused. The following reasons are acceptable excuses:

- Illness without a doctor’s excuse. (The school may request a doctor’s excuse for an illness lasting three or more consecutive days.)
- Professional and other necessary appointments (e.g. medical, dental, and legal) that cannot be scheduled outside the school day.
- Attend a funeral.
- Family trip/vacation. (Follow the vacation policy elsewhere in this handbook for notifying the school/teachers).
- Attendance at special events of significant/important educational value (e.g. participation in local events/activities).

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Unexcused Absences

The school office shall contact a parent/guardian to verify the student’s absence when there is no report of such absence. If the parent/guardian cannot be reached to verify the student’s absence, the parent/guardian must provide verbal or written notice. Failure to report an absence, by call or note, by the end of the next day following the absence will result in the absence being unexcused. Students absent for reasons other than those identified as excused according to established school guidelines shall be considered unexcused.

Tardiness/Late Arrival

All students are expected to be in attendance when the tardy bell rings to begin the day. Students who arrive late to school must

report to the school office for a late slip. Recurring tardiness at the start of the school day will result in the school pursuing corrective actions. Arrivals after 10:00 AM are considered half-day absent. Departures before 2:00 PM are considered half-day absent.

Virtual Student Attendance

We will not be providing a virtual learning option for the 2023-24 school year. However, should we find ourselves in the position that we must provide virtual learning due to unexpected circumstances, all virtual students will be required to check in to school by utilizing the attendance link that would be provided. Students must be fully engaged in daily activities/lessons to be considered in attendance, as well.

Tuancy

Per Wisconsin State Statute 118.16, truancy means any student absence for part or all of one or more days from school that is unexcused or during which the school office, principal/designee, or teacher has not been notified of the cause of such absence by the parent/guardian. Students that have been unexcused five (5) or more part or full days in a semester (i.e. first day of school until January 19 and January 22 until last day of school) are considered habitually truant.

Process and potential consequences school may impose for excessive tardiness and/or absences

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused.

• ILLNESS

DO NOT SEND CHILDREN TO SCHOOL WHEN THEY ARE ILL. It is not the school's responsibility to determine a child's illness. Except for first aid, school personnel may not give treatment for illness or bodily injury. Fever, nausea, rashes, earache, etc. are symptoms that a parent should have checked before sending a child to school. Students and staff with confirmed cases of COVID-19 will be required to isolate per CDC guidelines. For illnesses other than Covid, students and staff should remain home until symptoms improve and until they are free of fever, diarrhea, and vomiting for 24 hours, without the use of medication.

Generally, if children are well enough to be in school for classes, they are well enough to go outside and get fresh air during recess and noon hour breaks. If an exception is needed, the principal/associate principal should be consulted. Please remember that sick children should not be in school because they spread illnesses to other children.

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

• MISSED ASSIGNMENTS

In case of an absence, arrange for missed work to be completed in a timely manner. The number of days absent will equal the number of school days given to complete work assigned during the absence.

• RELEASE FROM SCHOOL DURING THE DAY

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

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

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

BEFORE and AFTER CARE

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

BICYCLES

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

BIRTHDAY TREATS

Birthday “treats” are a fun way for a student to share in the celebration of their birthday with their classmates should they choose to do so. If a child chooses to bring in a birthday “treat” students should consult with their homeroom teachers to select a time to distribute their birthday “treats” in homeroom. Birthday treats may be shared with the other grade level homeroom(s) if the student intends to provide a treat for all students in the homeroom(s). When planning birthday treats please be considerate of classmate’s allergies.

BOARD OF DIRECTORS

The Waukesha Catholic Board of Directors is a board of limited jurisdiction. The Board guides, recommends, and approves policy for the administrative team of Waukesha Catholic. Notices of meetings are published in the newsletter. Meetings are open meetings. All parents and parishioners are welcome to attend. Non-board members are invited to make comments to the board after signing in with the secretary. Comments are to be limited to three (3) minutes. In the event comments, from all non-members, exceed a half-hour, the board will continue with the agenda. Board members will not discuss issues presented at this time. Comments on specific personnel matters, or on specific employees, or students are not an appropriate subject for this forum and should be referred to the principal. Any comments, which do not promote the common good or may violate an individual right of the employee and/or student, will not be permitted.

BULLYING/ HARASSMENT (5131.1)

At Waukesha Catholic, we believe it is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. Therefore, it is vital that our school maintain an environment free of any form of harassment, bullying, or intimidation.

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

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

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

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

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

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

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

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

Reporting Procedure

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

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safe Guarding All of God's Family.

BUSSING PROVIDED BY DISTRICT OF WAUKESHA – TO AND FROM SCHOOL (See appendix for bus rules)

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

CHANGE OF ADDRESS and EMERGENCY INFORMATION

A change of address, phone number, or other contact information should be reported to the campus office immediately. Emergencies can and do happen and it is imperative that school personnel have the up-to-date information as to where a parent can be reached. An emergency form is given to parents with the orientation materials each fall and should be returned the first day of school. This form includes the address and phone number of each parent's business and home as well as the names of individuals the school may contact in the event parents cannot be reached.

CHEATING, PLAGIARISM, AND THE USE OF ARTIFICIAL INTELLIGENCE (AI)

Cheating and plagiarism is wrong and is not acceptable. It limits moral development. Any incidence of cheating or plagiarism will be handled by the classroom teacher/school administration. Students' use of AI as a representation of their own work will be considered cheating.

CHILD ABUSE and NEGLECT REPORTING (5140.1)

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional

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

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

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

CHILD CUSTODY (5124.2)

Waukesha Catholic shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When Waukesha Catholic administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

CLASS SIZE

The maximum class size of Waukesha Catholic is 15 students in K3, 22 students in K4, 26 students in grades K5 – 5, and 28 students in grades 6 – 8. Admission beyond the established limit may be allowed due to extenuating circumstances. The final decision as to class size is at the discretion of the principal.

COMMUNICATION

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

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

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

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

Family packets will be on-line weekly or, upon request, sent home. This packet is a vital tool to update parents of school happenings and events. To help facilitate that school communication arrives at home, each school family is given a packet at the beginning of the school year. The packet contains the family name at the top and room for a signature/date indicating that the communication has been received and read. The packet is sent home on a regular basis with the youngest child in the family, at each campus.

Each time the packet comes home, it should be signed and returned to school. Any local campus-related announcements that are to be included must be given to the principal for approval by Monday at 9:00 a.m.

CONFERENCES

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

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

CURRICULUM

Providing a quality Catholic education is the central core of the Waukesha Catholic's curriculum. Focusing on facilitating student learning, the faculty utilizes a variety of instructional techniques and strategies.

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

DAILY TIME SCHEDULE

St. William Campus

K3 morning session – Monday, Wednesday, Friday – 8:40 a.m. to 11:40 a.m.; Tuesday, Thursday, Friday – 8:40 a.m. to 11:40 a.m.*

K4 morning session – Monday through Friday – 8:40 a.m. to 11:40 a.m.*

K4 full day class – Monday through Friday – 8:40 a.m. to 3:40 p.m.

*K3/K4 Wrap Around Care is available from 11:40 a.m. – 3:40 p.m. Monday through Friday

K5 – 2 full day class – Monday through Friday – 8:40 a.m. to 3:40 p.m.

- Students are allowed into the building at 8:40 a.m. Students should not arrive before 8:30 a.m.
- Students are marked tardy at 8:50 a.m.

St. Mary Campus

Grades 3 through 8 – Monday through Friday – 8:20 a.m. to 3:20 p.m.

- Students are allowed into the building at 8:10 a.m. Students should not arrive before 8:10 a.m.
- The school day officially begins at 8:20 a.m.
- Students are marked tardy at 8:30 a.m.

• ARRIVAL and DISMISSAL POLICY

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

DISCIPLINE

The registration and admission of a student to Waukesha Catholic is to be interpreted as readiness on the student's part and on the part of the parents or guardians to comply with all the rules, regulations, and procedures of the classroom and the school. If students do not comply with the classroom and school rules, appropriate disciplinary measures will be taken and/or another educational setting may be recommended for the student.

The staff and administration of Waukesha Catholic work to create an atmosphere conducive to growing as a community based on the values of Respect, Responsibility, Reverence and Safety. Such an atmosphere requires children to accept the responsibility to allow others to be here in peace so that learning can take place in an environment which is warm and nurturing.

In short, each member of the Waukesha Catholic community is asked to live according to the Gospel values of love and respect. Physical and verbal abuse of one another has no place in our relationships to one another.

The policy on discipline is based on the following principles and applies to students at school or school sponsored events, on or off campus:

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

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

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

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

PROCEDURE FOR NOT MEETING BEHAVIOR EXPECTATIONS AT WAUKESHA CATHOLIC

Waukesha Catholic uses the PBIS (Positive Behavior Intervention and Supports) framework to help our students demonstrate desired behaviors at school. Generally, acts of misbehavior are classified as minor or major behaviors, and are addressed as follows.

If the misbehavior is classified as a minor behavior:

1. The teacher will confer with the student to reteach, model and reinforce the desired behaviors. This step may be repeated more than once with further re-teaching or other interventions.
2. If the student continues to not meet the behavior expectation, the teacher will confer with the student's parents, either by phone or in person. (The associate principal/principal is to be notified of this communication.) An additional intervention or consequence may be put in place.
3. If the behavior persists, the teacher will complete an Office Referral Form and submit it to the campus administrator.

If the misbehavior is classified as a major behavior, or the teacher has completed an Office Referral Form:

1. The campus administrator will meet with the student to discuss his or her behavior, the supports needed to achieve the desired behaviors and/or consequences for his or her actions.
2. If a student's behavior/attitude still does not improve, a joint conference with the student, parents, teacher and associate principal/principal will be set to determine a firm plan of action.
3. The "plan of action" conference will establish clear consequences for behaviors which are not respectful of person or property.

While the Waukesha Catholic discipline policy describes both expectations for student behavior and the procedures to be followed when children have difficulty acting responsibly during the course of the school day, the plan does not address the process to be used in serious situations or in situations where a pattern of disruption is developing despite all other interventions. The policy on PROBATION/SUSPENSION/EXPULSION addresses the process to be followed.

POLICY REGARDING PROBATION, SUSPENSION, and EXPULSION (5144)

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property,

health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

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

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes/vaping devices
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Sexual advances or touching
- Sexual comments, jokes or gestures
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available
- Actions that have the potential to cause harm to Waukesha Catholic, its staff, students, or any member of the school community
- Actions that do not embody Catholic teaching

Probation

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

All students new to a school are considered on probation for a minimum of one year. The associate principal/principal's decisions are final.

Suspension

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

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

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

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled.

Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

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

Students asked not to return the following year for behavior reasons are considered expelled.

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

Expulsion Procedures:

1. Actions taken to expel students shall be preceded by internal school procedures and supported by defensible records.
2. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.
3. The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
4. An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
5. For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
6. At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee. In a network, the Chief Academic Officer, or equivalent, is present for the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president is present for the entire hearing itself and during the deliberations of the hearing committee.
7. The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
8. The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted
9. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
10. A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
11. The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

12. The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
13. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal Process:

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

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

POLICY REGARDING DRUG AND SUBSTANCE ABUSE

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

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

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

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

1. all controlled substances prohibited by law,
2. all alcoholic beverages,
3. e-cigarettes/vaping products and tobacco products including cigarettes, snuff, and chewing tobacco, and
4. any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to school policy.

Implementation of School Drug and Alcohol Abuse Policy

Implementation shall involve a two-fold approach:

- Prevention, intervention, and treatment measures for students experiencing alcohol and other drug related abuse problems.
- School disciplinary action for violation of this policy. Enforcement of the policy will be the responsibility of the school principal.¹³

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

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

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

- c. Third Violation: The student shall be expelled.

DRUGS AND ALCOHOL AT SCHOOL SPONSORED EVENTS

The presence and/or consumption of alcoholic beverages and/or restricted controlled substances is forbidden at school sponsored events where children or youth are present.

EMERGENCY OPERATIONS PLAN

Each campus is responsible for a local adaptation of the Waukesha Catholic Emergency Operations Plan. All staff is expected to be actively involved in the development and implementation of the emergency response procedures at their campus.

• FIRE DRILLS/TORNADO DRILLS/LOCK DOWN (6114.1)(6114.4)

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

Tornado drills and lock down drills are conducted each year.

In the event of an emergency, communications will be sent via email and/or text, if possible and when appropriate.

• MANDATORY REPORTING OF SCHOOL VIOLENCE THREATS (5140.12)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat

EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER

If there is an emergency closing of the school due to snow or other conditions, it will be announced via email and/or text, and on one of the following stations:

TV

Channel 4 -- WTMJ

Channel 6 – FOX-WITI

Channel 12 -- WISN

And, remember these important guidelines:

1. *We follow the Public Schools.* If the WAUKESHA PUBLIC SCHOOLS close or start later or leave earlier, then we will do the same.
2. If for some reason one of the individual Waukesha Catholic campuses has an emergency of its own, this will also be reported. Therefore, listen to the TV stations listed above.
3. Extra-curricular activities: When our school is closed due to severe weather, all after-school and evening activities are canceled.

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

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

St. Mary: 262-565-7292 St. William: 262-565-7293

ENDOWMENT FUND

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

EXTRA-CURRICULAR ACTIVITIES (6145) – ATHLETIC PROGRAM

Waukesha Catholic provides opportunities for our students to be involved in extra-curricular activities that are academic, athletic, or explore areas of student interest. From time to time, Waukesha Catholic will arrange for other after-school activities. The associate principal/principal has ultimate responsibility for all extra-curricular activities, therefore, persons responsible for any group or event should contact the school office for scheduling.

Expectations for involvement in a specific extra-curricular activity, including time commitment, will be put in writing and shared with parents/students prior to the start of the activity. Parent permission will be required for participation in an extra-curricular activity.

More information about our Athletic Program may be found on the school website under Athletics.

Absences and Extra-Curricular Activities

Students who participate in extra-curricular activities and who are absent for part or all of the school day may not participate in either practice or event/activity on the day of the absence. Students who are marked absent on the last day of the school week are allowed to participate in weekend activities.

Students who are absent due to a family funeral or previously scheduled medical appointment are exempt from this policy.

Academic/Behavior Code

Extra-curricular activities are an extension of the school day and it is considered a privilege to participate in these activities. In order to teach the fundamental priority of school among many competing activity options, accountability to academic and behavior responsibilities is a prerequisite for participation in any of these activities.

Academics

In order to maintain extra-curricular eligibility, students in 5th, 6th, 7th, and 8th grade must maintain an acceptable standard of academic achievement. A student's grades will be reviewed at numerous "checkpoints." These grade checkpoints will be near the mid-point of each trimester and the last day of the trimester. (The mid-point dates will be published on the school calendar.) If at that time the student has any grades of "1," he or she will be placed on Academic Probation.

During the first three weeks of Academic Probation, a student will have full participation in his or her extra-curricular activities. At the end of this three-week period, his or her current grades will be reviewed:

- If the student has no grades of "1," and no missing work (homework, projects, quizzes or tests), they will be removed from Academic Probation.
- If the student has a grade of "1," or has any missing work, then the student will remain on Academic Probation and loses the ability to participate in extra-curricular activities until the next grade checkpoint.

Behavior

A student is ineligible to participate in any extra-curricular activities if he or she has been suspended from school for any disciplinary reason for the term of the school suspension. If a suspension carries over from a Friday to a Monday, the student may not participate in weekend activities.

FIELD TRIPS AND COMMUNITY SERVICE (6153)

School field trips, excursions, and community service activities shall provide learning activities related to the curriculum and educational objectives. The explicit purpose of the trip or activity and its relation to the course of study (curriculum standard or course objective) must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior.

The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

Excursions or community service activities that occur outside of the regular school day, such as in the evening or weekend, require written approval of parent or guardian.

A school participating in any Wisconsin Private School Choice Program may not charge Choice students for field trips if the trip is necessary (required) as part of a class, however, if the trip is optional, a fee may be charged and the Choice student may choose not to participate with no academic consequences.

Additional requirements relating to field trips:

- Written approval of parent or guardian is required for participation of pupils in field trips and community service activities.
- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by their own parent.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, please see regulation under Transportation of Students on Page 28.

Extended Field Trips (6153.1)

Definition of Extended Field Trips

An extended field trip is any parish/school-sponsored, properly authorized activity which takes students away from the regularly constituted parish/school premises or from their homes for a period extending over one or more nights. Included in this definition are educational field trips, retreats, youth conferences, mission trips, and camps. All such trips shall be limited to members of a specific class or classes or an existing parish/school group and shall provide learning opportunities related to the program and objectives of that class or group.

Extended School Field Trips involving 8th grade students must occur between the first day of classes and the last day of classes in the corresponding school year.

Planning

When an extended trip is part of a program, the parish/school is responsible for ensuring the safety of the young people through advance preparation and investigation of the location/organization, adequate adult supervision, informed parental consent, suitable transportation, and clear guidelines for student behavior.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The educational administrator will determine the appropriateness of the proposed extended field trip with staff members involved on the following basis.

1. The objectives of the trip are consistent with the general objectives of the instructional program. School trips, including "end-of-year" class graduation trips, should have a clear, legitimate link to a curriculum standard or course objective.

All school trips must occur between the first day of classes and the last day of classes in the corresponding school year.

2. The ongoing parish/school program will not be adversely affected.
3. The participating students' total educational program will not be adversely affected.
4. Appropriate provision is made for continuity of learning for those eligible students who do not participate in the trip activity.
5. The financial implications are realistic in terms of the value of the activity.

The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Fundraising for Field Trips (3282)

(note: 'Field trip' includes service opportunities and mission trips)

Certain Extended Field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the principal. All funds raised must pass through the parish/school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the Field trip is canceled for any reason, all funds raised are the schools and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

Gender Identity (4470)

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room, which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on school property, with the purpose of a potential or actual "gender assignment." For the complete policy, download the Parish and School Policy Manual here:

<https://static1.squarespace.com/static/5fa1c92d07fa513530d631c5/t/64da49d5fbfa2f4b0cae0330/1692027349734/2023GenderTHeoryfinal.pdf>

GENERAL CONSENT FORM FOR CHILD PHOTO, VIDEO, AND AUDIO USE (1112.2)

For inclusion in directories, brochures, websites or any other medium, students, and in the case of minors, the parent/guardian will be required to sign the [General Consent Form for Child Photo, Video, and Audio Use Form](#) before any such release of information takes place. General group pictures of students, staff, etc. without specific identification of individuals, that are used by Waukesha Catholic, are not subject to this policy.

If you are chaperoning or volunteering for any school sponsored activity, you are acting as a representative of Waukesha Catholic and therefore, are prohibited from sharing or transferring any picture or video to social media or other 3rd party, except of own child, without the prior approval of Waukesha Catholic.

Live Streaming/Recording: Waukesha Catholic may need to live stream and/or record teacher instruction/lessons throughout the day, while school is in session, for the purpose of sharing the instruction with students who are in isolation or quarantine. Waukesha Catholic will take measures to maintain confidentiality of students present in the classroom to the best of our ability. However, student names, voices, and images may appear on the recording/livestream. Livestreams/recordings will only be accessible to those with the appropriate link/login, will not be made public, and will be deleted within 7 days of posting. Any unauthorized use or sharing of the videos, links, or login information is subject to disciplinary action.

GRADUATION (5127)

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

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

HEALTH

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

• **ACCIDENTS/ILLNESSES (5141.1)**

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

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

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

• **COMMUNICABLE DISEASES**

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

• **HEAD LICE**

Lice checks may be conducted periodically at the campuses. In the event of a lice diagnosis the child's parent/guardian will be notified by telephone. Recognizing the sensitive nature of this diagnosis, we will do our best to maintain confidentiality.

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

Waukesha Catholic enforces a policy of being head lice/nit free.

• **IMMUNIZATIONS (5141.31)**

State law requires all students in grades K3 – 8 MUST have the following:

Grade	Number of Doses							
Pre-K (3 & 4 years old)	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Varicella*	3 Hep B	3 Hib	3 PCV
Grades K – 6	4 DTP/DTaP/DT/TD		4 Polio	2 MMR	2 Varicella*	3 Hep B		
Grades 7 - 8	4 DPT/DTaP/DT/TD	1 Tdap	4 Polio	2 MMR	2 Varicella*	3 Hep B		

*or the date your child had the chicken pox disease

Parents shall secure the immunizations required by State Statute 140.05(16) from available medical sources such as physicians, hospitals, or public health agencies, or shall submit the waiver form.

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

• **MEDICATION (5141.5)** (See the appendix for Medication Authorization Forms)

1. No medication will be administered by school personnel without the appropriate Medication Authorization Form. All nonprescription and prescription medication must be supplied by a child's parent or guardian.
 - a. Nonprescription medication: A Nonprescription Medication Authorization Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and /or School Nurse. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian
 - b. Prescription medication: Medical Provider Authorization Form – Prescribed Medication must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and /or School Nurse.

Medication to be given in the school must be sent in the pharmacy labeled container and have the following information printed on the container:

- i. Child's full name;
 - ii. Name of the prescriber;
 - iii. Name of the prescription medication and dosage;
 - iv. Effective date;
 - v. Directions for administration
- c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been trained and identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5141.5 (b)). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5141.5d) for a student who requires an emergency prescription medication.

3. Only limited quantities of any medicine are to be kept at school.
4. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
5. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.

• **SCHOOL FOOD ALLERGIES (5141.4)**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school an Allergy Action Plan (5141.5(c)) and Health Accommodation Plan (5141.5 (d)) (see appendix). These plans will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

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

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

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

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

• **SCHOOL WELLNESS POLICY (5140)**

5140: School Wellness Policy

Waukesha Catholic is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout our schools, giving students the opportunity to achieve success.

This policy outlines the school's approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day.

Nutrition Standards for All Foods

Waukesha Catholic is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Standards and Guidelines for School Meals and Snacks/Treats

Waukesha Catholic is committed to ensuring that:

- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes.
- Students are provided a 20-minute lunch period.
- Lunch shall be scheduled around recess periods for elementary students.
- When utilizing food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
- The school will establish allergy-controlled zones in the lunchroom and other instructional areas where appropriate.
- Waukesha Catholic provides nutrition education that helps students develop lifelong healthy eating behaviors.
- Waukesha Catholic provides students with age and grade appropriate opportunities to engage in physical activity, that may include the following components: physical education, recess, classroom-based physical activity, and out of school time activities.

HOMEWORK (6154)

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

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

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

The Archdiocesan guide for homework is as follows:

- K3, K4, K5 ----- 0 – 10 minutes
- Primary grades ----- 15 - 30 minutes
- Intermediate ----- 30 - 60 minutes
- Middle school ----- 60 - 90 minutes

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

HOME AND SCHOOL ASSOCIATION (1210)(3570)

The purpose of the Waukesha Catholic Home and School Association is to coordinate the activities of the home and school in the spiritual and educational development of the Waukesha Catholic school children and their parents. Home and School Association is an affiliated organization of the Waukesha Catholic Board of Directors.

HUMAN SEXUALITY/FAMILY LIFE (6141.11)

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools.

A specific, systematic, and discrete Family Life component must be offered in Catholic schools. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Catechesis.

The school shall follow the guidelines presented in Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication, USCCB, 2008; National Directory for Catechesis, USCCB, 2005; Grade Specific Religious Education Curriculum, Archdiocese of Milwaukee, current edition; The Truth and Meaning of Human Sexuality, Pontifical Council for the Family, 1996; General Directory for Catechesis, Congregation for Clergy, 1997, and Catechism of the Catholic Church, 1994.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life Curriculum is posted on Archmil.org. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the school-based family life program, after conferring with the principal of the school.

LIBRARY

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

LOST ARTICLES

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

LUNCH/LUNCHROOM

Students may either bring a bag lunch to school or participate in hot lunch. During the lunch hour, students should only eat food supplied to them by their parents or provided as part of our hot lunch program. The bringing of lunch, snacks, etc. into the lunchroom for other students by students or parents is not permitted.

NON-PROFIT STATUS STATEMENT (See appendix for documents)

All contributions to Waukesha Catholic are tax-deductible because we are an institution of the Roman Catholic Church as listed in the official Catholic Directory as approved by the United States Conference of Bishops, and as such, Waukesha Catholic is a 501c(3) non-profit with articles of incorporation and a federal tax identification number.

OUTDOOR RECESS GUIDELINES

Waukesha Catholic provides outdoor recess opportunities for students to engage in physical activity outside of the classroom. Supervision of recess is provided by both staff and parent volunteers. Appropriate and safe behavior is expected. Students will not go outside for recess if temperature/windchill are below zero degrees.

PARENT/STUDENT COMPLAINTS CONCERNING PARISH/SCHOOL PERSONNEL (1312.1)

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the school/parish. In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur.

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

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only.

The right to confidentiality will be respected within the context of finding a satisfactory resolution. If mutual resolution does not occur, the parent or guardian may provide the pastor liaison, or president in a secondary school, with written documentation of the unresolved concern and the steps already taken. The pastor liaison/president may attempt to resolve the situation in one of the following ways:

- The pastor liaison/president may convene the parties in an attempt to reconcile the concern.
- The pastor liaison/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor liaison/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor liaison/president for final consideration.

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

PARTY INVITATIONS

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

PERSONNEL STANDARDS

All teachers and administrators will have appropriate Wisconsin Department of Public instruction and religious certification or will be on an approved plan of study.

POLICE QUESTIONING AND APPREHENSION (5145)

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

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

PROMOTION, RETENTION AND ACCELERATION (5123.1)

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

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

REFERRAL OF STUDENTS WITH SPECIAL NEEDS (6164.3)

Waukesha Catholic is dedicated to helping all students reach their potential.

To better educate and assess students with special needs (at-risk, achievement deficit, gifted and talented, etc.), the following process is used by the Waukesha Catholic Learning Support Team (LST).

1. Teacher completes the accommodation form to document strategies that have been tried to meet the student's needs. The teacher is in contact with the student's parents regarding general school concerns.
2. Teacher completes an initial referral form.
3. Teacher gives both forms to the principal.
4. Principal reviews the information and determines the next step.
5. Referral to LST and written notification of referral to parent(s). The form should be signed and returned within one week or the principal will follow up.
6. The LST committee reviews the information and forms and one member of the LST meets and observes or interviews the student.
7. The LST committee along with the classroom teacher (principal is optional) brainstorms ideas and accommodations for the student. A student educational plan will be outlined.
8. The LST committee meets with the parents, teacher and principal (optional) with recommendations. The student's educational plan is developed after input from parents/teacher.
 - a. If needs can be met with minor adjustments, then the school continues enrollment of the student and implements the education plan.
 - b. If the student's needs are beyond the ability of the school to meet with minor adjustments, then the parent is referred to the local school district for enrollment.
9. The LST committee continues consistent monitoring of the student and the plan.
10. Documentation from this process is copied and stored at the local campus.

*Student Educational Plans will be stored like IEP files.

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

RELIGIOUS INSTRUCTION

• CLASSES

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

Archdiocese of Milwaukee policy 6141.12: Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the Safe Environment Education web page.

• LITURGY AND PRAYER SERVICES

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

• PRAYER

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

• SACRAMENTAL PROGRAM

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

REPORT CARDS (5121)

Report cards are issued three times per year for grades 1 – 8 and two times per year for K3-K5 to enable parents to see what progress their children are making in school. Parents of students in grades 1-8 may check progress through our online grading system on a regular basis. Reporting pupil progress will be based on specific data gained from a variety of assessment techniques.

A careful study of the report by the parents will help in our efforts to establish a program of cooperation between the home and school.

Parents will find an explanation of the marking system on the report card. If any questions arise, contact the school to schedule a conference.

RIGHTS AND RESPONSIBILITIES OF PARENTS (1312)

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

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

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to the termination of a student's enrollment is taken.

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

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

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

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

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

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

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

SCHOOL PROPERTY

• CARE OF BOOKS/PROPERTY

The students have the privilege of using textbooks, desks, lockers, and other materials supplied by the school. Parents of students will be held responsible for the replacement cost of any materials or property that are lost or damaged through their children's negligence. If any school property is damaged, parents will be notified and the principal will make a decision as to the replacement or repair cost.

• SEARCH AND SEIZURE (5145.2)

Student Lockers and Desks

The school reserves the right to search anything brought onto school property.

Lockers, desks, textbooks and other materials or supplies loaned by the school to students remain the property of the school and may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.

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

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

STANDARDIZED TESTING (5120.1)

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

1. The Forward Exam will be administered in grades 3 - 8.
2. The Measurement of Academic Progress (MAP) will be administered in grades 1 through 8.
3. Students participating in the WPCP will be administered assessment as dictated by the Wisconsin Department of Public Instruction.
4. Appropriate screening and diagnostic testing will be utilized to identify students who may need intervention.

STUDENT ACCEPTABLE USE OF TECHNOLOGY (6161.2)

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

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

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

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

Rules for Acceptable Use of Computers and Telecommunications:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school/parish rules for behavior and communication apply.
2. Network storage areas and school/parish issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.

3. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal financial or commercial gain
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the school/parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the school/parish computer system is required to sign the Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the school/parish computer system.

• **Personal Electronic Devices**

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

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

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

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

The user of a personal electronic device shall accept sole responsibility for its preservation and care.

Users understand:

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

• GUIDELINES FOR USE OF SOCIAL MEDIA

Each user of the school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for school related activities, students will not be granted access to these sites from school/parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

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

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

• INTERNET RULES

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

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

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. User should not expect that files stored on school servers will always be private.

During school, teachers of students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

Waukesha Catholic approves the use of mobile technology devices to be used by students in the classroom at the discretion of the teacher or administrator. These devices are to be used for activities directly related to the curriculum. The purpose of allowing the device into the school building is to enhance the education of your student by providing access to digital resources.

Communication devices such as cell phones including smart phones do not fall under this policy and must remain turned-off in student backpacks. Students must abide by the same prohibited uses as indicated in the Waukesha Catholic Acceptable Use of Computers and Telecommunication. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, obscene, pornographic, or sexually explicit materials. Students and parents acknowledge that Waukesha Catholic may search any MLD without notice at any time to verify contents per Archdiocese of Milwaukee Policy (6162.0).

The following are not permitted:

- Sending or displaying offensive messages on the school network or on any personal devices.
- Using a personal device to take pictures and/or record video, text or make phone calls at school.
- Accessing cellular data on a mobile learning device.
- Using obscene language.
- Harassing, insulting or attacking others.
- Violating copyright laws.
- Damaging computers, computer systems or computer networks.
- Damaging or compromising the integrity of the instructional or assessment program.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Failure to follow the procedures and restrictions listed in the Waukesha Catholic Acceptable Use Policy for the use of computers, telecommunications, and mobile learning devices will result in device confiscation and/or loss of access to school equipment. Law enforcement agencies may be notified. Failure to follow procedures for using a mobile learning device will result in the following consequences:

- 1st Offense: Device is confiscated and the student may retrieve the device at the end of the school day.*
- 2nd Offense: Parent is required to retrieve the device.*
- 3rd Offense: Student will no longer be able to bring the MLD to school.*

*Additional consequences may apply as deemed appropriate by school administration.

SPEAK UP SPEAK OUT WI:

Created by the Wisconsin Department of Justice (DOJ) Office of School Safety (OSS), the SPEAK UP, SPEAK OUT threat reporting system is available 24/7 and free to all. Students, parents, school staff, or any community members can submit a school safety concern or threat via a website, mobile phone application, or toll-free number. Resource center staff work around-the-clock to respond to tips and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors. These tiplines are used to identify not just threats to schools, but also other daily safety concerns students encounter, such as bullying, drug use, self-harm, suicidal thoughts, and more.

You may submit a confidential report on the Speak Up, Speak Out website at <https://speakup.widj.gov/>. Or, you could make a report using your smartphone by downloading the SPEAK UP, SPEAK OUT app, by texting "SUSO" to 738477, or by calling 1-800-MY-SUSO-1 to speak to a live, trained SUSO Analyst.

STUDENT RECORDS (5125)(5125.1)(5119)

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

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

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

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

If a family is moving which will involve a change of school, parents/guardians are required to notify the school in advance so that the necessary records may be transferred to the new school. All records are to be mailed and not carried.

When transferring records no written parental request is required. Evaluations that are part of the student's record that have been performed by the school or local school district do not require the written permission of a parent/guardian before this information can be released to the new school. Evaluations performed by a private, outside agency may only be released to the new school by the parent/guardian. Behavior records and reports are transferable to other schools and/or appropriate agencies.

STUDENT SERVICE HOURS—MIDDLE SCHOOL

Students in grades 6-8 are required to annually complete service hours before the end of the school year. The number of required hours is:

- 6th grade: 5 hours
- 7th grade: 10 hours
- 8th grade: 15 hours

Up to one-half of the total service hours can be done during the summer months. Diplomas will be withheld for eighth grade students who do not complete their service hours. More information about the service hour requirement is sent home at the start of the school year.

SUICIDE PREVENTION AND AWARENESS (6164.12)

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

SURVEILLANCE CAMERAS

Each of the campuses is equipped with electronic surveillance cameras to ensure the safety and welfare of all staff, students, parishioners, visitors, and vendors.

TRANSPORTATION (3541)

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage.

TRANSPORTATION OF STUDENTS (3541.1)

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
 - a. Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If private passenger vehicle must be used, the following guidelines must be followed.
2. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults.
3. The vehicle must have a valid, current registration and a valid and current license plate.
4. The vehicle must be in good operating condition and have all safety equipment as required by law.
5. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
6. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
7. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the Request for Driver's Record Check. Catholic Mutual will check the driving record through the state and communicate the results to the school. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in school files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
8. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three-year re-approval process. There is no charge to take this course.

TUITION AND FEES

• TUITION POLICY (3240 and 5125.2)(3240.1)

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

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

If a student withdraws during the school year, tuition and fees are due for each trimester the student attends at least one day.

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

Tuition – Parishioner 2022-2023

K3 – 3 half day/week	\$2,788
K3 – 5 Half-day/week	\$3,483
K4 (Preschool) – 5 mornings/week**	\$3,483
One child (K4 full day – 8 th grade)	\$4,587
Two children (K4 full day – 8 th grade)	\$8,028
Three children (K4 full day – 8 th grade)	\$10,322
Four children (K4 full day – 8 th grade)	\$11,469
Five children (K4 full day – 8 th grade)	\$12,386

**One K4 half day student and one or more full time students – multi-child discount applies.

Tuition – Non-Parishioner

One Child (Grades K4 - 8)	\$7,800
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TUITION DEPOSIT

A non-refundable tuition deposit of \$100 per family is required at the time of registration. This deposit will be deducted from the tuition bill. After the April 15 registration deadline, a \$100 late fee will be added.

• CHURCH SUPPORT

Tuition covers less than half of the total cost to educate a child. The remainder of the cost is subsidized by the home parish and third source funding. Since the Catholic school is an integral part of the total parish and depends on the active involvement of parents not only in the religious formation of their children but also in the financial support of the parish it is expected that those claiming parish membership are to:

- Attend Mass regularly with their child/ren.
- Participate in parish activities.
- Contribute financially to the parish over and above the tuition payment.

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

• LATE FEES

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

• RETURNED CHECK FEE

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

• BEVERAGE FEE (Milk)

This fee is for those who wish to have their children receive milk with their cold lunch. The cost for milk is available in August.

• GRADUATION FEE

A graduation fee is collected from each eighth-grade student. This fee is collected at the St. Mary Campus in the spring of the year. The fee covers the use of the gown and some of the graduation activities. \$CRIP credits from the current year may be reimbursed to the family to pay these fees for the youngest child in the family.

TUITION ASSISTANCE

Some assistance is available for school families who are in financial need. In order to be considered for tuition assistance an application must be completed within the designated enrollment period.

Application forms for tuition assistance are available from Waukesha Catholic Business Office. These applications are assessed by an outside agency to determine financial need.

All Waukesha Catholic families are eligible to apply for the Seton scholarship. This scholarship is awarded each year based on available funds. To apply, go to www.theseton.net and follow the *scholarships* link at the top on the page to download *Waukesha County Catholic Schools Tuition Assistance Application*.

UNIFORM and DRESS POLICY (See appendix for specifics pertaining to Boys/Girls Uniform requirements/policy)

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

• GENERAL RULES

1. Uniform clothing is available for purchase at: Lands' End online – The approved items have been selected and may be viewed in the Waukesha Catholic -school account #900027350. For the purpose of uniformity, if uniform clothing is not purchased from Lands' End, it must **be merchandised as school uniforms**.

There is no uniform required for K3 and K4 students.

2. Uniforms must be worn on the school grounds at all times unless:
 - a. a scout uniform may be worn on the day of a scout meeting.
 - b. a "jean" or a "non-uniform" day has been announced by the principal.
3. Any clothing that is likely to be removed at school for gym class, playground or other activities, should be labeled to help facilitate the return of lost items.
4. The following are not acceptable as part of the uniform, or on non-uniform days: sloppy, torn, oversized, baggy, and tight-fitting clothing; or clothing that references politics, drugs, alcohol, tobacco, promiscuity, gangs, profanity, weapons or designs in poor taste.
5. Shoes **MUST** be safe and practical for school and playground use. No backless shoes, clogs, flip-flops, slides, slippers, or shoes with wheels built into them may be worn at any time. All shoes with heels and soles higher than 1 & 1/2" are unacceptable at all times. Boots (any type) may not be worn with school uniform. *Note: Socks are always required.*
6. Girls may wear earrings. At all times, stud and hoop earrings must be smaller than a dime and **non-dangling** in style. Any piercing must be limited to the earlobe.
7. Hair may not be dyed to an unnatural hair color or unnatural look, must not be cut or styled in a distracting manner and must be groomed appropriately.
8. Necklaces, bracelets, headbands (including costume style), and other accessories must never present a safety hazard or distraction.

9. Smartwatches or any other “smart” device that allows for access to the internet (either via WiFi or a data plan), sends or receives text messages, and/or has picture taking capabilities are not allowed to be worn during the school day. Ideally, these devices should be left at home, but if brought to school MUST remain in the student’s backpack through the course of the school day.
10. Modestly applied makeup is allowed at the middle school level. Makeup is not allowed on students in grades K-5. Nail polish is acceptable.
11. During the winter months, all students are expected to dress appropriately for warmth.

• **ADDITIONAL GUIDELINES FOR NON-UNIFORM DAYS**

Non-uniform day clothing is to be appropriate to a learning environment. Clothing that causes a distraction or disruption in the school and/or creates a health or safety risk is deemed inappropriate for students. The following dress is not allowed as it may disrupt the educational setting:

- No beach attire, lounge/pajama wear
- No part of any undergarment is to be visible while standing or sitting
- No bare midriffs
- No strapless tops, spaghetti strap, tank tops, off the shoulder or low-cut tops
- No open back shirts
- No short shorts, or skirts, even if worn with leggings (must be an appropriate length- fingertip test)
- No leggings or jeggings or any other “tight fitting pants” unless worn with a dress, skirt, or shorts of an appropriate length
- Use “finger tip” test to determine appropriate length.
- Shirts should have sleeves for both boys and girls
- No hats, bandannas, scarves, or other headwear during the school day. Students are expected to remove headwear upon entering the building.
- No coats, jackets, or outerwear during the school day. Outerwear must be stored in the student’s locker.
- No profanity, no references to politics, drugs, tobacco, alcohol, promiscuity, gangs, weapons or designs in poor taste on any clothing

Parents may be called to bring a change of clothing.

The final determination for the acceptability of any item, whether or not specifically covered herein, shall be made by the associate principal/principal. (See appendix for specifics pertaining to Boys/Girls Uniform requirements/policy)

VACATIONS

So much of the learning that takes place during the school day happens through class discussion, student/teacher interactions, peer to peer collaboration, and hands-on interactive learning. Because of this, there is no way to replicate the classroom experience for a child that has been absent and guarantee that he/she will receive all the information and experiences critical to his/her learning.

It also becomes very difficult / stressful for the student to make-up the work missed and provides numerous challenges for teachers. For that reason, we request parents not schedule vacations when classes are in session. If a vacation during school time is unavoidable, parents MUST NOTIFY THE SCHOOL/TEACHER no less than one week in advance of the vacation. Please see attendance policy for the allowable number of parent excused absences.

The student and his/her parents are responsible for any work that is missed. The work is to be made up after the vacation.

Teachers are not obligated to have work prepared ahead of time for the children whose parents plan vacation during the school term.

VANDALISM (5131.5)

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

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

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

VISITS AND CALLS (1250)

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

All visitors to the campuses shall report to the school office, sign in, and receive a visitor badge before visiting classrooms and other parts of the building. If the visitor is unknown to the school personnel, identification may be required. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

The school principal or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students, staff or school property or if their presence is disruptive to the operation of school. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests unless the student's parent/legal guardian and authorized school representative have granted permission to do so.

A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an adult authorized by the parent/guardian for this purpose.

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

VOLUNTEERS

Volunteers are essential to the operation of our school. There is no better way to have a direct positive impact on your child's school experience than for you to volunteer. Volunteers enable our school to run more smoothly, operate within our yearly budget, and offer more family friendly events.

In order to achieve our goals, we ask that **each family volunteer at least 25 hours** during the school year.

We welcome help in a variety of areas or any area of "expertise" that might fit our needs. The school sends out volunteer forms and information packet at the beginning of the year with more detailed information.

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

If you are chaperoning or volunteering for any school sponsored activity, you are acting as a representative of Waukesha Catholic and therefore, are prohibited from sharing or transferring any picture or video to social media or other 3rd party, except of own child, without the prior approval of Waukesha Catholic.

• SAFE ENVIRONMENT

The Archdiocese of Milwaukee is committed to maintaining safe environments for children to learn, pray, and grow. Our Safe Environment Office supports our archdiocese, parishes, and schools in maintaining compliance with the [United States Conference of Catholic Bishops Charter for the Protection of Children & Young People](#). The [Promise to Protect, Pledge to Heal](#) explains some of the ways in which our archdiocese supports compliance with the articles of the Charter for the Protection of Children & Young People. Every priest, deacon, parish or school staff member, teacher and lay minister that is employed by a parish or school and any volunteer working with minors in our archdiocese is required to meet three requirements:

1. Attend a Safe Environment Education Session. This is a child abuse and maltreatment prevention program that must be attended in person. The current curriculum taught in this session utilizes the Safe Haven series from Catholic Mutual Group.
2. Pass a Criminal Background Check. This check is done at the start of employment or beginning volunteering with minors and must be done every five (5) years subsequently. The criminal background check is conducted through the CMG Connect portal. The criminal background check reports are reviewed and certified through the collaboration of the Archdiocese of Milwaukee Safe Environment Office and parish/school Safe Environment coordinators.

3. Sign the Code of Ethical Standards. This code of conduct provides clergy, volunteers, and employees with expectations and guidelines for how they interact with and conduct themselves in ministry. This code must be signed prior to beginning volunteering or working in a parish or school and is reviewed every five (5) years subsequently.

As Catholics, we are all tasked with participating in ensuring that every child is able to feel safe in our parishes and schools. In addition to our safe environment requirements for adults, the Archdiocese of Milwaukee requires all parish religious education programs and Catholic schools to provide instruction on personal safety and abuse prevention in age-appropriate lessons for all children in grades kindergarten through twelfth grade enrolled in their programs. Parishes and schools are required to annually report their compliance with this requirement.

WEAPON FREE SCHOOL ZONES (6114.6)

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

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

WELFARE, HEALTH AND SAFETY

• INDOOR ENVIRONMENTAL QUALITY (5140.3)

The health and safety of students, staff and visitors to Waukesha Catholic is of primary importance. Buildings shall be kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under Wis. Stat. 120.12 (5) and Wis. Stat. 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), Waukesha Catholic shall take appropriate steps to provide and maintain safe and healthful facilities.

As required in Wis. Stat. 118.075 (3) and (4), Waukesha Catholic shall maintain indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

• NON-SMOKING (5140.4)

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke-free in accordance with Wis. Stat. 101.123 (2) (a). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all school and religious education events.

Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

• ANIMALS IN THE CLASSROOM (5140.5)

Due to safety, allergy and liability concerns, the bringing of animals onto school facilities (playgrounds, parking lots, school buildings, etc.) is prohibited, unless kept in personal vehicles. Pets brought to school for a curricular reason can only be done with permission of the campus associate principal/principal. Service animals are exempt from this policy.

The educational and therapeutic value of animals in the school setting is recognized. However, conditions must be maintained to ensure the safety and well-being of students, staff and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as part of a written curriculum, and with the prior approval of the school principal.

- There should be a clear instructional or therapeutic purpose for keeping an animal in the classroom.
- School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

APPENDIX



CHANCERY OFFICE


July 25, 2023

Waukesha Catholic School System, Inc.
221 South Hartwell Avenue
Waukesha, WI 53186
EIN: 39-1688421

To Whom It May Concern:

Beginning in March 1946, the U.S. Treasury Department has annually issued a group ruling with respect to the Federal tax status of organizations listed in the Official Catholic Directory.

Waukesha Catholic School System, Inc., is, and will continue to be, listed as an organization of the Archdiocese of Milwaukee (page 706 Official Catholic Directory), and as such is exempt from Federal tax. Contributions made to Waukesha Catholic School System, Inc. are deductible for Federal income, gift and estate tax purposes.


Barbara Anne Cusack
Chancellor



Dixiel Ave., Racine, WI 53403 (t) 262-554-1801
shoemansmissioncatholicchools.org
www.educyschool.com Operated by Siena Catholic
Schools of Racine, Inc. Sarah Thomason, Prin.;
Stds.: 194; Lay Tchrs.: 14
St. Rita School - (Grades PreK-12) 4433 Douglas
Ave., Racine, WI 53402 (t) 262-639-3333
savaploshienacatholicchools.org www.st-
ritaschool.org Dr. Susan Savaglio-Jarvis, Prin.; Stds.:
222; Lay Tchrs.: 14
St. Catherine's High School - (Grades PreK-12) 1200
Pick Ave., Racine, WI 53403 (t) 262-432-2785
marcatholicchools.org
www.saintcats.org Operated by Siena Catholic
Schools of Racine, Inc. Mike Arendt, Prin.; Heather
Coham, Vice Prin.; Adam Trandl, Vice Prin.; Stds.:
457; Lay Tchrs.: 31
John Paul II Academy - (Grades PreK-12) 2023
Northwestern Avenue, Racine, WI 53404
(t) 262-637-2012
jphumachermissioncatholicchools.org
johnpaulacademy.org Operated by Siena Catholic
Schools of Racine, Inc. Gloria Schmittner, Prin.;
Stds.: 220; Lay Tchrs.: 12

SHSIBOYGAN

St. Elizabeth Ann Seton Catholic School, Inc. - (PAR)
(Grades PreK-8) 814 Superior Ave., Sheboygan, WI
53081 (t) 920-452-1571
wldmnmisheboyganseton.org
caelionisheboyganseton.org
www.sheboyganseton.org School is supported by Holy
Name of Jesus, St. Clement, and St. Dominic parishes,
Sheboygan. Minny Widmann, Prin.; Monique Castillo,
Bus. Mgr.; Stds.: 113; Lay Tchrs.: 47

ST. FRANCIS

Seton Catholic Schools, Inc. - (PAR) (Grades
PreSchool-8) 3501 S. Lake Dr., St. Francis, WI 53235;
Mailing: P.O. Box 070912, Milwaukee, WI 53207-0912
(t) 414-831-8000 unionalministratorssetoncatholicchools.org
www.setoncatholicchools.com Brian Couch, Pres.;
Stds.: 2,402; Lay Tchrs.: 160

St. Catherine School - (Grades PreSchool-8) 2647 N.
St. St., Milwaukee, WI 53201 (t) 414-445-2846
josephosullivanstcatherine.org www.saintcatherine.org/
Jude Cottrell, Prin.; Stds.: 134; Lay Tchrs.: 8
St. Charles Borromeo School - (Grades PreSchool-8)
3100 W. Hamell Ave., Milwaukee, WI 53221
(t) 414-382-0767 mrczajacsbm.org
www.scharlesborromeoschool.org Stacey P. Mejae,
Prin.; Stds.: 200; Lay Tchrs.: 11

St. Margaret Mary School - (Grades PreSchool-8)
3930 N. 92nd St., Milwaukee, WI 53222-2587
(t) 414-463-8760 komdahlo@simms.org
www.simms.org/Keith Omsdahl, Prin.; Stds.: 136; Lay
Tchrs.: 9

Our Lady Queen of Peace School - (Grades
PreSchool-8) 2733 W. Euclid Ave., Milwaukee, WI
53215 (t) 414-672-6660 jrdlowiskopstaff.org

www.setoncatholicchools.com Janet Orlowski, Prin.;
Stds.: 175; Lay Tchrs.: 13

Prince of Peace School - (Grades PreSchool-8) 1646 S.
22nd St., Milwaukee, WI 53204 (t) 414-645-4922
veganprinceofpeaceschool.org
www.princeofpeaceschool.org Jen Vega, Prin.; Stds.:
266; Lay Tchrs.: 22

St. Rafael the Archangel School - (Grades
PreSchool-8) 2251 S. 31st St., Milwaukee, WI 53215
(t) 414-645-1300 rafaelstaraaf.org
www.staraaf.org Elizabeth Aviles, Prin.; Stds.: 323;
Lay Tchrs.: 21

St. Roman School - (Grades PreSchool-8) 1819 W.
Bohlar Ave., Milwaukee, WI 53221 (t) 414-262-7970
sae.shaverstrommanschool.com
www.stromanschool.com/ Susan Shaver, Prin.;
Stds.: 344; Lay Tchrs.: 23

Catholic East Elementary - (Grades PreSchool-8)
2461 N. Murray Ave., Milwaukee, WI 53211
(t) 414-964-1770 tranciskatocatholicchools.org
catholicchools.org Timothy Trzcinski, Prin.; Stds.: 342;
Lay Tchrs.: 16

Mary Queen of Saints Catholic Academy - (Grades
PreSchool-8) 11217 S. 116th St., West Allis, WI 53214
(t) 414-476-0774 jeannetrappcarthacher.org mapco.org
Nicholas Lee, Prin.; Stds.: 158; Lay Tchrs.: 13

St. Thomas Aquinas Academy - (Grades PreSchool-8)
341 E. Norwich St., Milwaukee, WI 53207
(t) 414-744-1214 bergmistaatstamke.org
Deena Aquinas-academy.com Andrea Bergmann,
Prin.; Stds.: 214; Lay Tchrs.: 13

Northwest Catholic School - (Grades PreSchool-8)
7140 N. 41st St., Milwaukee, WI 53209
(t) 414-352-6927 c300.legatornwcschool.org
www.nwcschool.org Rev. Gregory J. Gruber,
Admin.; Laurinda Logan, Prin.; Stds.: 172; Lay
Tchrs.: 11

WAUKESHA

Waukesha Catholic School System, Inc. - (PAR)
(Grades PreK-8) Waukesha Catholic School System 221
S. Hartwell Ave., Waukesha, WI 53186 (t) 262-806-3929
kwaleski@waukeshaatholic.org
www.waukeshaatholic.org Members: St. Joseph, St.
Mary, St. John Neumann, St. William, Lisa Kowaleski,
Prin.; Stds.: 429; Lay Tchrs.: 29

WAUWATOSA

Wauwatosa Catholic School - (PAR) (Grades PreK-8)
1500 Wauwatosa Ave., Wauwatosa, WI 53213
(t) 414-258-9977 busines@wauwatosaatholic.org
www.wauwatosaatholic.org Lori Suarez, Prin.; Stds.:
174; Lay Tchrs.: 30

HIGH SCHOOLS**STATE OF WISCONSIN****BURLINGTON**

Catholic Central High School - (DIO) (Grades 9-12)
Catholic Central High School of Burlington, Inc. 148

McHenry St., Burlington, WI 53105 (t) 262-763-1530
bcholo@ccshsnet.org www.catholiccentralhighschool.org
Officially affiliated with the School Sisters of Notre
Dame Tours Aldrich, Admin.; Bonnie Scholz, Prin.;
Stds.: 130; Lay Tchrs.: 14

MILWAUKEE

Cristo Rey Jesuit Milwaukee High School, Inc. - (PRV)
(Grades 9-12) 8818 W. National Ave., Milwaukee, WI
53204 (t) 414-436-4000
mthsliver@crj.org/milwaukee.org
asth@crj.org/milwaukee.org Luke Harrison, Prin.;
Andrew Sitch, Pres.; Stds.: 430; Lay Tchrs.: 29

Divine Savior Holy Angels High School - (PRV)
(Grades 9-12) 4257 N. 100th St., Milwaukee, WI 53222
(t) 414-462-3742 cvsacks@dsaha.info
kconce@dsaha.info www.dsaha.info (Girls)
Sponsored by the Sisters of the Divine Savior Dan
Questell, Prin.; Katie Konieczny, Pres.; Stds.: 681; Lay
Tchrs.: 54; Pr. Tchrs.: 1

St. John Antnio High School, Inc. - (PRV) (Grades 9-12)
1341 N. Cass St., Milwaukee, WI 53202 (t) 414-272-8423
MCJery@stjohnantnio.org www.stjohnantnio.org
MJBeno@stjohnantnio.org www.stjohnantnio.org
(Girls) Megan Otero, Prin.; Melissa Ross, Vice Prin.;
Mirriks Corvett, Pres.; Stds.: 192; Lay Tchrs.: 20

Marquette University High School - (PRV) (Grades
9-12) 3401 W. Wisconsin Ave., Milwaukee, WI 53208
(t) 414-933-7220 info@mhhs.edu www.mhhs.edu Boxy
Jeff Monday, Prin.; Rev. Michael J. Maroo, S.J., Pres.;
Ann O'Hara, Librn.; Stds.: 893; Lay Tchrs.: 75; Pr.
Tchrs.: 1

Pius XI Catholic High School - (DIO) (Grades 9-12) 135
N. 76th St., Milwaukee, WI 53213 (t) 414-290-7000
atthib@piusxi.org www.piusxi.org Ryan Krenke, Prin.;
John Herbert, Pres.; Stds.: 699; Lay Tchrs.: 43; St.
Tchrs.: 1

St. Thomas More High School - (DIO) (Grades 9-12)
2601 E. Morgan Ave., Milwaukee, WI 53207
(t) 414-481-8370 jamck@stmore.org dsstefan@stmore.org
www.stmore.org (Coed) Joel Eal, Prin.; John Hoch,
Pres.; Stds.: 530; Lay Tchrs.: 39

WAUKESHA

***Catholic Memorial High School of Waukesha, Inc.** -
(DIO) (Grades 9-12) 601 E. College Ave., Waukesha,
WI 53186-5538 (t) 262-542-7100
dhenbenck@catholicmemorial.net
www.catholicmemorial.net Debra Benbenek, Pres.;
Stds.: 550; Lay Tchrs.: 44

WHITEFISH BAY

Dominican High School - (PRV) (Grades 9-12) 120 E.
Silver Spring Dr., Whitefish Bay, WI 53217
(t) 414-332-1170 lgiese@dominicanhighschool.com
www.dominicanhighschool.com Sponsored by
Sinsawa Dominican, Nate Friday, Campus Min.;
Vincent A. Murray, Dean; Edward Fry, Prin.; Leonie
M. Giese, Pres.; Stds.: 330; Lay Tchrs.: 26

ASSOCIATIONS [ASN]**MILWAUKEE**

Milwaukee Archdiocesan Principals' Association
(MAPA) - P.O. Box 070912, Milwaukee, WI 53207-0912
(t) 414-758-2251 cepelkuk@archdmil.org Archdiocese of
Milwaukee, Office for Schools, Kathleen A. Cepelko,
Supt.

The Milwaukee Guild of the Catholic Medical
Association - 2735 N. Hackett Ave., Milwaukee, WI
53211 (t) 414-962-4997 tceacock@mcma.com
www.mcma.org Cynthia Joyce-Nosajcek, Pres.

National Association of Catholic Chaplains - 4915 S.
Howell Ave., Ste. 501, Milwaukee, WI 53207
(t) 414-493-4898 info@nacc.org www.nacc.org Erica
Coham Moore, Exec.

CAMPUS MINISTRY / NEWMAN CENTERS
[CAM]

MILWAUKEE

Marquette University/Campus Ministry - 1442 W.
Wisconsin Ave., Campus Ministry AMU 236,
Milwaukee, WI 53233; Mailing: P.O. Box 1881, Campus
Ministry/AMU 236, Milwaukee, WI 53201
(t) 414-388-6873 am.hilbert@marquette.edu
www.marquette.edu/cm Mary Sue Callan-Farley, Dir.;

ST. FRANCIS

Milwaukee Archdiocesan Campus Ministry - Legal
Ethics, Campus Ministry of the Archdiocese of
Milwaukee 3501 S. Lake Dr., St. Francis, WI 53235;
Mailing: P.O. Box 070912, Milwaukee, WI 53207-0912
(t) 414-382-2219 bard@archdmil.org
bruce@seatholic.com Peter Bunk, Dir.

Catholic Campus Ministry Newman Center - U.W.
Milwaukee - 3001 N. Downer Ave., Milwaukee, WI
53211 (t) 414-964-6640 info@newman@parish.org Rev.
Andrew Franzing, Dir.;

Catholic Campus Ministry - U.W. Whitewater - 344
N. Prairie St., Whitewater, WI 53190 (t) 262-473-5555
sunn@archdmil.org Nick San, Campus Min.

CATHOLIC CHARITIES [CCH]**ST. FRANCIS**

Catholic Charities of the Archdiocese of Milwaukee,
Inc. - 3501 S. Lake Dr., St. Francis, WI 53235; Mailing:
P.O. Box 070912, Milwaukee, WI 53207-0912
(t) 414-769-3400 info@cchmke.org www.cchmke.org Very
Rev. David H. Rettl, Vicar; Aswad, Admin.; 541655; Staff:
71

CEMETERIES [CEM]

CLIFDALY

Holy Sepulcher - 3880 E. College Ave., Clifdaly, WI
53110 (t) 414-762-2800 (Office); 414-769-3336
(Bookkeeper) holyscpemeterys@gmail.com

Archdiocese of Milwaukee

(*Archidieocesis Milwaukeeensis*)



MOST REVEREND JEROME E. LISTECKI

Archbishop of Milwaukee; ordained May 14, 1975; appointed Auxiliary Bishop of Chicago and Titular Bishop of Nara November 7, 2000; consecrated January 8, 2001; appointed Bishop of La Crosse December 29, 2004; installed March 1, 2005; appointed Archbishop of Milwaukee November 14, 2009; installed January 4, 2010.

Chancery Office: 3501 S. Lake Dr., P.O. Box 070912, Milwaukee, WI 53207-0912. T: 414-769-3497.

Chancery Office: 3501 S. Lake Dr., P.O. Box 070912, Milwaukee, WI 53207-0912. T: 414-769-3408.

www.archmil.org
information@archmil.org

Square Miles 4,758.

Established November 28, 1843. Created Archbishopric February 12, 1875.

Corporate Title: Archdiocese of Milwaukee.

Comprises the Counties of Dodge, Fond du Lac, Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha in the State of Wisconsin.

For legal titles of parishes and archdiocesan institutions, consult the Chancery Office.

MOST REVEREND JEFFREY R. HAINES

Auxiliary Bishop of Milwaukee; ordained May 17, 1985; appointed Titular Bishop of Thagumata and Auxiliary Bishop of Milwaukee January 25, 2017; consecrated March 17, 2017. Chancery Office: 3501 S. Lake Dr., P.O. Box 070912, Milwaukee, WI 53207-0912. T: 414-769-3594.

MOST REVEREND JAMES T. SCHUEDDAN

Auxiliary Bishop of Milwaukee; ordained May 17, 1986; appointed Titular Bishop of Garba and Auxiliary Bishop of Milwaukee January 25, 2017; consecrated March 17, 2017. Chancery Office: 3501 S. Lake Dr., P.O. Box 070912, Milwaukee, WI 53207-0912. T: 414-769-3504.

STATISTICAL OVERVIEW

Personnel			
Archbishops	1		
Retired Archbishops	1		
Auxiliary Bishops	2		
Retired Bishops	1		
Retired Abbots	1		
Priests: Diocesan Active in Diocese	117		
Priests: Diocesan Active Outside Diocese	10		
Priests: Diocesan in Foreign Missions	5		
Priests: Retired, Sick or Absent	139		
Number of Diocesan Priests	271		
Religious Priests in Diocese	373		
Total Priests in your Diocese	644		
Extern Priests in Diocese	98		
Ordinations			
Diocesan Priests	3		
Religious Priests	10		
Transitional Deacons	6		
Permanent Deacons	4		
Permanent Deacons in Diocese	168		
Total Brothers	115		
Total Sisters	2,105		
Parishes			
Parishes	189		
With Resident Pastor			
Resident Diocesan Priests	94		
Resident Religious Priests	48		
Without Resident Pastor			
Administered by Priests	38		
Administered by Deacons	6		
Administered by Lay People	3		
New Parishes Created	1		
Closed Parishes	3		
Professional Ministry Personnel			
Brothers	12		
Sisters	43		
Lay Ministers	616		
Welfare			
Catholic Hospitals	10		
Total Assisted	2,819,864		
Health Care Centers	1		
Total Assisted	210		
Homes for the Aged	17		
Total Assisted	5,351		
Day Care Centers	6		
Total Assisted	574		
Specialized Homes	2		
Total Assisted	1,026		
Special Centers for Social Services	12		
Total Assisted	403,497		
Residential Care of Disabled	2		
Total Assisted	459		
Other Institutions	19		
Total Assisted	288,724		
Educational			
Seminaries, Diocesan	1		
Students from This Diocese	44		
Students from Other Dioceses	29		
Diocesan Students in Other Seminaries	7		
Seminaries, Religious	2		
Students, Religious	8		
Total Seminarians	59		
Colleges and Universities	5		
Total Students	18,133		
High Schools, Diocesan and Parish	8		
Total Students	3,376		
High Schools, Private	8		
Total Students	3,284		
Elementary Schools, Diocesan and Parish	83		
Total Students	19,453		
Elementary Schools, Private	2		
Total Students	835		
Non-residential Schools for the Disabled	1		
Total Students	25		
Catechesis/Religious Education:			
High School Students	6,966		
Elementary Students	12,278		
Total Students under Catholic Instruction	64,409		
Teachers in Diocese:			
Priests	32		
Scholastics	3		
Brothers	2		
Sisters	18		
Lay Teachers	2,788		
Vital Statistics			
Receptions into the Church:			
Infant Baptism Totals	3,935		
Minor Baptism Totals	215		
Adult Baptism Totals	157		
Received into Full Communion	415		
First Communions	4,901		
Confirmations	4,663		
Marriages:			
Catholic	809		
Interfaith	240		
Total Marriages	1,049		
Deaths	4,530		
Total Catholic Population	529,949		
Total Population	2,367,150		

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Waukesha Catholic

Grades K3 - 8th

Google Apps for Education Parent Permission Form

By signing below. I confirm that I have read and understand the following:

Under FERPA and corresponding Wisconsin law, a student's records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username, and password) stored in Google Apps for Education may be accessible to person acting on behalf of Google by virtue of this online environment. This does not include any student demographics or grade information stored in our Power School Student Information System. I also understand that my student's use of Google Apps for Education is governed by the Waukesha Catholic Acceptable Use of Technology.

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username, and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a Waukesha Catholic Google Apps for Education account. This means my child will receive an email account and access to Google Apps for Education as determined by the classroom teacher.

_____ **NO**, I do not give permission for my child to be assigned a Waukesha Catholic Google Apps for Education account. This means my child will NOT receive an email account and access to Google Apps for Education as determined by the classroom teacher.

Student Name:

(Print) _____ Grade: _____

Parent/Guardian Signature:

_____ Date: _____

WAUKESHA CATHOLIC UNIFORM POLICY - BOYS

BOYS (Grades K5-8)

	General Info	Color	Types	Not Allowed
Shirts	Shirts must always be worn and be tucked in.	-solid dark navy -solid red -solid white (not off-white)	-knit shirt with a collar, including the Waukesha Catholic polo shirt -turtleneck/mock plain knit tops -long or short sleeves -button down shirt with a collar	-oversized, skin tight or long length shirts -fabric of a see-through nature -colored undershirts -athletic sweatshirts -logos (ONLY the WAUKESHA CATHOLIC decorative logo is allowed.) -Long sleeve shirts may not be worn under short sleeved uniform shirts. This “layered look” is not acceptable.
Sweat-Shirts	Waukesha Catholic crew neck sweatshirt only <i>Grades 6, 7, 8 Only:</i> Waukesha Catholic hooded sweatshirts are allowed	-solid dark navy -solid red -solid dark navy		
Sweaters/ Vests		-solid dark navy -solid red -solid white (not off-white)	-round or V-necked waist length traditional sweater type vest -round or V-necked long sleeve pullover -cardigan	-oversized or excessively bulky -If a sweater is worn, a shirt with a collar must be worn underneath.
Pants	Pants merchandised as "uniform" pants (except those with features under “not allowed” column)	<i>St. Mary & St. William Campus:</i> -solid dark navy <i>Grades 6, 7, 8 Only:</i> -solid dark navy -solid khaki	-corduroy -cotton fabric	-pants with denim fabric or contrasting stitching -sweatpants and knit pants -decorative trim, extra zippers, studs, or back pocket flaps -excess pockets on the leg -oversized, baggy, or tight fitting -painter/carpenter, drawstring or cargo

	General Info	Color	Types	Not Allowed
Shorts	<ul style="list-style-type: none"> -Shorts merchandised as "uniform" shorts -Shorts may be worn in place of pants at the discretion of the parents during the months of August, September, October, April, May & June -Shorts may be no shorter than 4" above the knee 	<p><i>St. Mary & St. William Campus:</i></p> <ul style="list-style-type: none"> -solid dark navy <p><i>Grades 6, 7, 8 Only:</i></p> <ul style="list-style-type: none"> -solid dark navy -solid khaki 	<ul style="list-style-type: none"> -cotton fabric 	<ul style="list-style-type: none"> -shorts with denim fabric or contrasting stitching -sweatpants and knit pants -decorative trim, extra zippers, studs, or back pocket flaps -excess pockets on the leg -oversized, baggy, or tight fitting -painter/carpenter, drawstring or cargo
Socks	Socks must always be worn.	<ul style="list-style-type: none"> -black -dark navy -red -white 		
Belts		<p><i>Only</i></p> <ul style="list-style-type: none"> -black -brown 		
Earrings	<p><u>Not Allowed!</u></p> <p>No piercing of any type allowed!</p>			

Land's End has an online 'catalog' that you may access using our school #900027350. These items have been approved for our uniform policy.

Uniforms, as well as any clothing, must be neat, clean, and in good repair.

WAUKESHA CATHOLIC UNIFORM POLICY - GIRLS

GIRLS (Grades K5-8)

	General Info	Color	Types	Not Allowed
Jumper	<ul style="list-style-type: none"> -Merchandised as a uniform jumper* -Must be no shorter than 4” above the knee (*Uniform jumpers do not have sleeves and must be worn with a shirt or blouse underneath.) 	<p><i>St. Mary & St. William Campus:</i></p> <ul style="list-style-type: none"> -Hunter classic Navy Plaid at Lands’ End -solid navy blue 	<p>The only Hunter Classic Navy Plaid types that are approved are under our a/c #900027350 at Lands’ End</p>	<ul style="list-style-type: none"> -No uniform <i>dresses</i> or polo <i>dresses</i>
Skirts/ Shorts/ Skorts	<ul style="list-style-type: none"> -Skirts/shorts/skorts merchandised as "uniform" shorts -Shorts/skorts may be worn in place of pants at the discretion of the parents during the months of August, September, October, April, May & June -Skirts/Shorts/skorts may be no shorter than 4” above the knee 	<p><i>St. Mary & St. William Campus:</i></p> <ul style="list-style-type: none"> -solid dark navy -Hunter classic <p><i>Grades 6, 7, 8 Only:</i></p> <ul style="list-style-type: none"> -solid dark navy -solid khaki -Hunter classic 	<ul style="list-style-type: none"> -cotton fabric -skirt (pleated or A-line skirt) 	<ul style="list-style-type: none"> -shorts/skorts with denim fabric or contrasting stitching -sweatpants and knit pants -decorative trim, extra zippers, studs, or back pocket flaps -excess pockets on the leg -oversized, baggy, or tight fitting -painter/carpenter, drawstring or cargo
Shirts/ Blouses	<ul style="list-style-type: none"> Blouses/shirts must always be worn and be tucked in. 	<ul style="list-style-type: none"> solid dark navy solid red solid white (not off-white) 	<ul style="list-style-type: none"> knit shirt with a collar, including the Waukesha Catholic polo shirt turtleneck/mock plain knit tops long or short sleeves blouse with a collar 	<ul style="list-style-type: none"> -oversized, skin tight or long length shirts -fabric of a see-through nature -colored undershirts -athletic sweatshirts -logos (ONLY the WAUKESHA CATHOLIC decorative logo is allowed.)-Long sleeve shirts may not be worn under short-sleeved uniform shirts. This “layered look” is not acceptable.

WAUKESHA CATHOLIC UNIFORM POLICY – GIRLS (Continued)

	General Info	Color	Types	Not Allowed
Sweat-shirts	Waukesha Catholic crew neck sweatshirt only <i>Grades 6, 7, 8 Only:</i> Waukesha Catholic hooded sweatshirts are allowed	-solid dark navy -solid red -solid dark navy		-order at St. Joseph Campus
Sweaters/ Vests		-solid dark navy -solid red -solid white (not off-white)	-round or V-necked waist length traditional sweater type vest -round or V-necked long sleeve pullover -cardigan	-oversized or excessively bulky -If a sweater is worn, a shirt with a collar must be worn underneath. -velour or chenille -decorative trim
Pants	Pants merchandised as "uniform" pants (except those with features under "not allowed" column)	<i>St. Mary & St. William Campus:</i> -solid dark navy <i>Grades 6, 7, 8 Only:</i> -solid dark navy -solid khaki	-corduroy -cotton fabric	-pants with denim fabric or contrasting stitching -sweatpants and knit pants -decorative trim, extra zippers, studs, or back pocket flaps -excess pockets on the leg -oversized, baggy, or tight fitting -painter/carpenter, drawstring or cargo -leggings
Socks	Socks must always be worn.	-black -dark navy -red -white		
Tights	May be worn in place of socks	-dark navy -red -white		
Leggings	Full length leggings, to the ankle (no capris) may be worn with socks under the uniform skirt/jumper	-dark navy -red -white		-no capris -no fad hosiery of any type
Belts		<i>Only</i> -black -brown		
Earrings	All piercing must be limited to the earlobe.		Stud or hoop earrings <u>must</u> be smaller than a dime and non-dangling in style.	

Land's End has an online 'catalog' that you may access using our school #900027350. These items have been approved for our uniform policy.

Uniforms, as well as any clothing, must be neat, clean, and in good repair.

Waukesha Catholic Rules for Bus Ridership

1. Remain in your assigned seat at all times. Standing up, kneeling and/or walking around is not permitted.
2. Have *respect* for others.
3. Keep noise to a minimum. *No shouting or use of bad language.*
4. Keep your *hands, head and other body parts inside* the bus at all times.
5. Keep aisles clear of backpacks, sport bags, instruments, etc.
6. Help to keep the bus clean. **No food or drink is permitted on the buses, ever!!**
7. The rules of school apply when riding the bus at all times. Riding the bus is an extension of the school day.
8. Any items thrown out of the bus will result in automatic dismissal from bus for 1 week. Additional violations will result in additional weeks.

In the event of a bus incident that is considered significant by both the bus company and the principal: **The student may be suspended from bus service immediately for a period of no less than 5 school days.**

Failure to abide by these rules may result in suspension from riding the bus. The principal will follow through with the student and parents if a discipline problem is reported. The Waukesha Catholic discipline system is as follows:

1. 1st report – principal discusses the situation with the child and sends the written report from the bus driver to the parents for their signature.
2. 2nd report – principal discusses the situation with the child, sends the written report from the bus driver to the parents and conferences with the parents by telephone.
3. 3rd report – after 3 reports of misconduct the principal will meet with the student and parents and the student will be suspended from the bus for a week (5 school days).
4. Every report received after the 3rd report will result in an additional 5 days off the bus.

In an attempt to maintain greater discipline on our buses, the rules for Waukesha Catholic students in many instances are stricter than those established by First Student Bus Company. It is important that you review the list of rules sent to you by the bus company and follow them as well.

It is our hope that instilling these rules will aid in our continuing effort to provide our children with a safe environment in which to ride the bus.



**PARENT(S)/GUARDIAN MEDICATION AUTHORIZATION FORM
NONPRESCRIPTION MEDICATION**

Student's Name:	DOB:
School:	Grade:
Diagnosis:	

As the parent and guardian of the above mentioned student, I give the school permission to administer the following medication(s) to my child for the diagnosis/reason listed above:

MEDICATION NAME	DOSAGE: (MG, CC, ML, ETC)	ROUTE: (HOW IT IS TO BE GIVEN)	FREQUENCY: (HOW OFTEN)	START DATE	STOP DATE	SIDE EFFECTS
1.						
2.						
3.						
4.						

As the parent or guardian of the above mentioned student, I will keep the school aware of any changes in medication(s) profile or health concern of my child.

As a part of the Wisconsin Statute Chapter 118.29, schools are required to have permission from a parent/guardian to administer nonprescription medications at school. As part of this authorization form, school employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

All medications must be in the original container listing the recommended therapeutic dosage. Administration of a dosage other than the recommended therapeutic dose may be given only if the written request to do so is also accompanied by the written approval of the child's medical provider.

PARENT(S) GUARDIAN SIGNATURE:	DATE:



**MEDICAL PROVIDER AUTHORIZATION FORM
PRESCRIPTION MEDICATION**

Form
5141.5 (b)

Student's Name:	DOB:
School:	Grade:
Diagnosis:	

DAILY MEDICATION

Medication:	Dosage:	Route:	Frequency:	Start Date:	Stop Date:	Side Effects:
1.						
2.						

AS NEEDED FOR PRN MEDICATION

Medication:	Dosage:	Route:	Frequency:	Start Date:	Stop Date:	Side Effects:
1.						
2.						

MEDICAL PROVIDER CONSENT

I authorize the school to give the above medication(s) to this student.

Asthma Inhalers and Epi-Pens Only: This student and his/her parents have been instructed in self-administration and the student may carry an inhaler or Epi-Pen and self-administer at school. Yes No

Print Medical Provider Name:	Date:
Medical Provider Signature:	

PARENT CONSENT

I give the school permission to administer the above medications as directed by the medical provider.

Inhaler/Epi-pen Only: My child may or may **not** carry and self-administer.

Parent/Guardian Signature:	Date:

As part of the authorization form, school personnel may contact the medical provider and parent with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

Allergy Action Plan

Student Name: _____ Birth Date: _____
School: _____ Grade: _____ Teacher: _____

Place
Student
Photo
Here

ALLERGIC TO THESE ALLERGENS: _____

- Has Asthma** (increases risk for severe reaction)
- Severe Allergy previously/suspected—Immediately give epinephrine & call 911**— Start with Steps 2 & 3
- Mild Allergy** – Itching, rash, hives – **Give antihistamine, call school nurse and parent. Start with Step 1**

▶ **STEP 1: IDENTIFICATION OF SYMPTOMS*** ◀

* Send for immediate adult assistance

▶ **Symptoms:**

Type of Medication to Give:

(Determined by physician authorizing treatment)

- | | | |
|---|--|--|
| ➤ If exposed to allergen, or allergen ingested, but no symptoms | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| ➤ Mouth – Itching, tingling, or swelling of lips, tongue | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| ➤ Skin – Hives, itchy rash, swelling of the face or extremities | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| ➤ Gut – Nausea, abdominal cramps, vomiting, diarrhea | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| ➤ Throat – Tightening of throat, hoarseness, hacking cough | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| ➤ Lung** – Shortness of breath, repetitive coughing, wheezing | <input type="checkbox"/> Epinephrine: Call 911 | |
| ➤ Heart** - Faint, pale, blueness around mouth or nail beds, weak pulse, low B/P | <input type="checkbox"/> Epinephrine: Call 911 | |
| ➤ Other** – _____ | <input type="checkbox"/> Epinephrine: Call 911 | |
| ➤ If reaction is progressing (several of the above areas affected) give | <input type="checkbox"/> Epinephrine: Call 911 | |
- ** Potentially life-threatening. – Note: The severity of symptoms can quickly change.

▶ **STEP 2: GIVE MEDICATIONS** ◀

Epinephrine: inject intramuscularly (check one) EpiPen® EpiPen Jr®

- If Epinephrine is given, paramedics must be called! **PROCEED TO STEP 3 BELOW.**

Antihistamine/other: give _____ (Medication name & amount) by _____ (route/method)

- Notify parents and school nurse • **Observe** for increasing severity of symptoms • **Call 911** as needed

IMPORTANT: Do NOT depend on asthma inhalers and/or antihistamines to replace epinephrine in a severe reaction.

EpiPen Directions:

- a. Pull off the GRAY Safety Cap
- b. Place BLACK TIP near OUTER-UPPER THIGH
- c. Swing and jab firmly until hearing or feeling a click
- d. Hold EpiPen in place **10 SECONDS**, remove, massage area
- e. Dispose of in red sharps container or give to paramedics



- The EpiPen can be injected through clothing.
- The individual may feel his/her heart pounding.
 - This is a normal reaction to the medication.

▶ **STEP 3: EMERGENCY CALLS** ◀

1. **CALL 911** - *Seek emergency care.* State that an allergic reaction has been treated, and additional epinephrine may be needed.
2. Call Parents or Emergency Contacts

Parent completes Parent and Emergency Contact Names and Information below:

Parents/Emergency Contact Names:	Relationship:	Phone Number(s):
a. _____ 1.) _____	_____	2.) (____) (____) _____
b. _____ 1.) _____	_____	2.) (____) (____) _____

Parent/Guardian Signature: _____ Date ____/____/____
(Required)

Physician completes form through Step 2

Physician Name (Printed) _____ Phone Number: (____) _____

Physician Signature _____ Date: ____/____/____
(Required)

This form must be renewed annually or with any change in medication.
The Prescription Medication Authorization Form must be completed in addition to this Allergy Action Plan.



HEALTH CARE ACCOMMODATIONS PLAN
LIFE THREATENING FOOD ALLERGY

STUDENT:	SCHOOL:	GRADE:
ADDRESS:	CITY:	DOB:
PARENT/GUARDIAN:	PHONE:	

I. MEDICAL CONDITION

Student has a life threatening food allergy and is subject to possible severe allergic reactions including anaphylaxis.

II. CLASSROOM/SCHOOL ACCOMMODATIONS (Modify as needed.)

School does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will hold in the best interest of the child and make any reasonable accommodations to assist with the allergies. The school will in good faith follow the accommodations listed as follows:

School:

- Parents will provide EpiPen for the classroom/ office/cafeteria.
- Food Allergy Action Plan will be posted in agreed upon locations.
- Student must be accompanied to health room/office if suspected of having an allergic reaction.

Classroom:

- The student is allowed to eat only those foods approved and/or provided by the parent.
- The school will send a safe snack letter of notification to parents of all classmates of the student.
- Parent should be advised of any planned parties and/or projects involving food as early as possible.
- An informational sheet/packet will be prepared for substitute teacher.

Cafeteria:

- The student will be allowed, as a request by his parents, to sit at any cafeteria table. This table will receive an extra cleaning daily to prevent cross allergen contamination.
- The student will sit at a designated allergen-aware lunchroom table.
- The lunchroom/playground supervisors should be alerted to the student's allergy.
- Parents will be given a lunchroom menu monthly for their review of food items being served.

Field Trips:

- Parent will be advised of any planned field trips and allowed to accompany if possible.
- Parents will accompany their child on field trips.
- Trained staff person will review health care plan and use of emergency medication prior to trip.
- EpiPen must accompany student during any school related off campus activities.

Bus:

- The student requires preferential seating on the bus.
- Driver has been alerted to student's allergy.

Student Considerations:

- Student is able to recognize signs and symptoms of exposure to allergen Yes No
- Student knows how to access emergency help in the school setting Yes No
- This student is authorized to self-carry/self-administer an EpiPen Yes No
- This student needs assistance in administering an EpiPen by trained personnel Yes No

Parent Authorization:

- I give the health care provider permission to release pertinent medical information to the school regarding the administration of medication to my child.
- I assume responsibility for supplying medication to the school that will not expire during the course of its intended use.
- I agree to supply an Allergy Action Plan to the school for my child.
- In the event of an emergency, I give my permission for transport and treatment at the nearest medical facility.
- I agree to hold the school and its employees and agents who are acting within the scope of their duties harmless in any, and all, claims arising from the administration of emergency medication at school.

PARENT SIGNATURE:	DATE:
PRINCIPAL SIGNATURE:	DATE:
HOMEROOM TEACHER SIGNATURE:	DATE:

By entering my full name, I attest that this constitutes my legal electronic signature on this form.

Revised: 6/14/2012

STUDENT ACCEPTABLE USE POLICY

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued or personal devices are treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive message or pictures.
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal, commercial, or non-academic purposes
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose privileges at the school/parish.

Student Signature

Date

As the parent or legal guardian of the above named student, I grant permission for her/him to use the school technology and to access the network or computer services such as email, files, cloud storage, websites, and other internet resources used for education purposes. I understand that all students use a filtered connection to the internet that is designed to protect them from inappropriate materials. I understand that no filter can catch 100% of these sites, but the school makes a good faith attempt in this area. I understand there could be disciplinary action if the above named student does not follow the guideline set for acceptable use of the school technology.

Parent Signature

Date

By entering my full name, I attest that this constitutes my legal electronic signature on this form.