

Family – Student Handbook 2025-26



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Greetings from St. Francis de Sales Parish School,

Thank you for choosing St. Francis de Sales Parish School. For over 175 years, our parish has been a vital part of the Lake Geneva community, and I'm honored to be part of this incredible legacy once again. Returning as principal after serving in this role years ago feels like coming home.

St. Francis de Sales Parish School is proud to serve students from 3K through 8th grade, many of whom represent second-generation families. Rooted in our Catholic faith, our mission is to nurture the spiritual, academic, moral, emotional, and social development of every child. We are deeply committed to forming students in the image of Christ through example, guidance, encouragement, and a dedication to academic excellence.

Our curriculum is designed to meet and exceed the Milwaukee Archdiocese Core Curriculum Content Standards. You can learn more about our standards-based approach on our website through "*A Parent's Guide to Standards-Based Assessment, Grading, and Reporting*." With small class sizes, our dedicated and experienced staff provide personalized instruction, fostering curiosity and independence in every learner.

Beyond the classroom, we enrich our students' learning with meaningful field trips, extracurricular programs, and hands-on experiences that support global readiness and personal growth.

One of the things I'm most proud to share with prospective families is the strength of our faculty. Even in my short time back, I've already seen our educators demonstrate a deep commitment to nurturing both the minds and hearts of their students, modeling respect, responsibility, and compassion alongside strong academic instruction. This shared commitment helps create a learning environment where students can strive, believe, and achieve their goals.

We are also fortunate to have an incredibly supportive parent community. Whether through volunteering, coaching, planning student events, or supporting our teachers, parent involvement is a vital part of what makes our school so special.

It is truly a privilege to once again serve the families of St. Francis de Sales Parish School. I look forward to meeting you and would be happy to answer any questions you have about our school or how we can support your child's Catholic education journey.

A handwritten signature in dark ink, reading "David Wieters". The signature is fluid and cursive, with the first name "David" being more prominent than the last name "Wieters".

David Wieters
Principal

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MISSION STATEMENT

St. Francis de Sales students receive a Christ-centered Catholic education, driven by faith, that empowers self-discovery and achievement in their spiritual, emotional, and intellectual abilities. Our community strives to develop Disciples of Christ while preserving our proud legacy.

Student Statement

Guided by the Holy Spirit, we honor our past by learning in the present and becoming innovators of our future.

PHILOSOPHY

St. Francis de Sales is dedicated to upholding the Catholic school's teaching mission in service to the Church. This concept incorporates the theories presented by the National Conference of Catholic Bishops in **To Teach as Jesus Did**, focusing on message, community, and service. The task is fundamentally a synthesis of culture and faith, as well as a synthesis of faith and life. The first is reached by integrating all aspects of human knowledge through the subjects taught in the light of the Gospel. The second is achieved through growth in the virtue characteristic of the Christian.

A well-rounded Catholic education cannot be achieved entirely within the school. The classroom is but one agency in the child's training. The home is the primary factor in teaching a child. Parents, family, parish school, and the student must cooperate and strive to achieve the ultimate goals of a Catholic education.

The school personnel respect individual differences and accommodate these through a variety of learning experiences. They offer educational programs grounded in sound learning theories, supported by rigorous research. The development of each child is recognized, and instructional strategies are tailored to the individual's specific learning needs.

Our goal is to work with parents to guide their children in developing spiritually, intellectually, emotionally, physically, and socially. This process will help children become responsible, spiritually fulfilled members of their families, church, and community.

Spiritual development is encouraged by:

- o Children are involved in planning and participating in weekly Mass celebrations and frequent prayer services.
- o Clergy instruction to the students, in addition to daily instruction.
- o Students and staff are praying together as a class daily.
- o Our school community prays together every morning.
- o Instructional strategies that assess the student's growth and design programs in all subjects to meet the needs of all students.
- o Multisensory teaching techniques and strategies stimulate learning by engaging students on multiple levels, enhancing their overall learning experience. We encourage students to use some or all of their senses to:

- Gather information about a task
- Link information to ideas they already know and understand
- Perceive the logic involved in solving problems
- Learn problem-solving tasks
- Tap into nonverbal reasoning skills
- Understand relationships between concepts
- Work on Project-Based Learning
- Provide opportunities for students to participate in STREAM activities and electives.
- o Thoughtful assessments and evaluations are developed through the selection of curriculum, goals, and objectives in each curricular area.
- o Children are encouraged to learn at their own rate through appropriate pacing and attention to time-on-task.
- o Students are acknowledged for actively participating in their growth and achievement.
- o Personal self-esteem is encouraged and developed through an atmosphere of acceptance and tolerance, leading children to:
 - Understand and form their own Catholic value system
 - Be respectful, responsible, and caring
 - Understand one's capabilities and opportunities for growth
 - Make their own decisions and accept the results of their actions
 - Appropriate self-expression
 - Social-emotional class weekly

A healthy physical environment is provided through:

- o A 4K-8th-grade Physical Education program that focuses on personal health with emphasis on health-related fitness. A variety of fitness, skills, individual, and group activities will promote the development of lifetime fitness and leisure skills
- o A health education program built around the development of "total health"
- o Team sports in intramural and interscholastic competition are used to have fun and develop fundamentals
- o Involvement in lifetime sports such as bowling, running, and skiing, among others
- o On-site screening services
- o Participation in an outdoor education program

Social development is fostered through:

- o Encouraging children to accept others who may be different than themselves.
- o Positive interactions in work and play situations, such as group study projects, student leadership, and athletic activities.
- o The development of the social skills of communication, cooperation, and sharing.
- o Field trips and extra-curricular activities. An awareness of the world beyond is reinforced.
- o Weekly opportunities to discuss social & emotional skills

St. Francis de Sales Parish School is a Catholic school and upholds the teachings of the Catholic Church.

DISCLAIMER

The following policies represent the most recent expression of the administration of St. Francis de Sales Parish School in providing for equitable and consistent treatment of students and staff. To assure that St. Francis de Sales Parish School achieves and maintains the purpose of this family handbook and to ensure the organization's continued ability to meet its needs and those of its students and staff under changing conditions, St. Francis de Sales Parish School reserves the right to modify, augment, suspend or revoke any or all policies, procedures, practices and statements contained in this handbook at any time.

Furthermore, it is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to ensure the discipline and orderly conduct of the school. Action may be taken concerning any offense that interferes with the orderly conduct of the school or affects the safety and welfare of students and staff, whether individually or collectively, regardless of whether a rule explicitly addresses the offense.

ACCREDITATION

All Catholic schools, including any sequence of grades between Preschool and 8th grade, are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

Following the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is seven years long and includes annual renewals.

- * The National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, Center for Catholic School Effectiveness, School of Education, Loyola University Chicago, in partnership with the Barbara and Patrick Roche Center for Catholic Education, Lynch School of Education, Boston College (2012).

ADMISSION POLICY

St. Francis de Sales Parish School respects parents and guardians as the primary educators of their children. It provides opportunities in an atmosphere that reinforces the educational and formation priorities occurring within the home environment. Parents/guardians freely choose to share their parental authority and responsibility for the education and formation of their children with the St. Francis de Sales Parish School community in a cooperative and mutually beneficial relationship.

St. Francis de Sales Parish School respects the dignity of all children. Neither race, color, national origin, ancestry, gender, sexual orientation, nor other forms of discrimination shall prevent a student from being accepted at St. Francis de Sales. Children of other religions may be accepted on a seat-available basis, unless attendance would cause conflict for the student due to the unique religious philosophy of these educational programs.

The following criteria will be used to fill enrollment openings in grades Kindergarten (K) – 8th. All names from the waiting list will be prioritized at the time of the opening to determine the order in which an offer of admittance may be made. The school reserves the right to leave spots open if it is determined to be in the best interests of the school to do so. The school reserves the right to deny admission to a student if it is determined that the faculty and staff are unable to meet the student's needs. The school reserves the right to consider disciplinary proceedings from a student's previous school (i.e., suspensions and expulsions) when determining admission. The school reserves the right to deny admission to local transfer students to preserve the identity and cohesion of the group.

All students are on a probationary status during their first year of attendance at St. Francis de Sales Parish School. During the probationary period, the school will determine whether it can meet the student's needs. As such, the school reserves the right to require a parent or guardian to withdraw from the working partnership with the school and withdraw their child from the program. The school principal's decision is final.

Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.

In the admission of students to St. Francis de Sales Parish School, priority consideration shall be given to these criteria in the following order:

1. To all children currently enrolled.
2. Families that presently have other children at St. Francis de Sales.
3. Members of St. Francis de Sales Parish. Consideration will be given to duration and quality of parishioner status.
4. Children of school/parish employees.
5. Families that formerly had children in school.
6. Members of reciprocal parishes.
7. Members of other parishes.
8. Non-Catholic families

St. Francis de Sales Parish School participates in the Wisconsin Parental Choice Program (WPCP). Schools participating in the WPCP must adhere to the admissions policies and procedures of the program in which they participate.

In developing preferential options for people experiencing poverty, schools should offer financial assistance programs to students from low-income families. (See Financial Aid)

All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

Non- Catholic Students:

The parish and school will develop local-level policies regarding participation in religious education classes and classes that incorporate religious values. These policies will reflect both the school's philosophy and due respect for the beliefs and traditions of families and children/youth of other faiths.

The parish and school will develop local-level policies regarding attendance at sacramental liturgical celebrations. Students of other faith traditions should not receive the Sacraments of Eucharist or Reconciliation when participating in school liturgies, as such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases. They respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

ADMISSION OF STUDENTS

Admissions to Kindergarten (3, 4, and 5-year-olds) and First Grade

Upon admission to Kindergarten or 1st grade, parents must verify the child's age. Age verification can be completed using a birth certificate, passport, or other document that the school has designated as acceptable. Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- o No child may be admitted to 3-year-old Kindergarten unless they are 3 years old on or before September 1 in the year they propose to enter school.
- o No child may be admitted to 4-year-old Kindergarten unless they are 4 years old on or before September 1 of the year in which they propose to enter school.
- o No child may be admitted to 5-year-old Kindergarten unless they are 5 years old on or before September 1 of the year in which they propose to enter school.
- o No child may be admitted to the 1st grade unless they are 6 years old on or before September 1 of the year in which they propose to enter school. Completion of a 5-year-old Kindergarten is a prerequisite to enrollment in 1st grade unless certain exemptions apply. Each school shall establish procedures, conditions, and standards for exempting a child from the kindergarten completion requirement before admission to 1st grade.
- o Children entering 3K, 4K, 5K, and 1st grade are required to meet the state's immunization requirements or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

Early Admission into Kindergarten and First Grade

The Wisconsin State Statutes provide for admission of special cases into 1st grade. WI. Stat. 115.28(8) states, "The State Superintendent shall prescribe procedures, conditions, and standards under which admissions to kindergarten and 1st grade may be made at ages earlier than those specified in WI. Stat. 118.14 in exceptional cases."

The State Superintendent has recommended that each local school board adopt an admission policy that includes procedures for admitting exceptional cases, regardless of the regular admission age requirement, and that parents be informed of these procedures.

In Catholic schools, children who have reached the age requirements are given priority for admittance into Kindergarten or 1st grade before consideration is given to underage children.

Local schools should develop written policies that outline whether early entrance will be considered, if so, when, and how parents can apply for early consideration. Schools participating in the Wisconsin Parental Choice Program must adhere to the program's admissions policies and procedures; therefore, they may not admit underage students to kindergarten or first grade. The applicable programs are:

- o Wisconsin Parental Choice Program
- o Special Needs Scholarship Program

It should be noted that only parents with children whose birthdays fall between September 1st and December 1st may apply for early admission. The procedures for admission of underage children are as follows:

- o The parent applies to the principal. An interview is held to determine the reasons for requesting early admission to Kindergarten or 1st grade.
- o If the school has determined, by local policy, that it will accept such candidates, a locally devised screening and/or assessment program shall be used to determine the school readiness of the candidates further.
- o The principal informs the parent of the acceptance or denial of the enrollment decision.
- o Admission to Kindergarten or 1st grade is considered to be on a trial basis. If, within a reasonable amount of time, the child does not adjust to the school environment, the principal may request that the parents withdraw the child and reenroll them at the regular age.

Admission of Students with Exceptional Educational Needs

In compliance with federal law, specifically the Individuals with Disabilities Education Act (IDEA), the public school district where the private school is located is required to identify children with disabilities who attend private schools within the district. Any child suspected of having a disability could be referred to the district for evaluation. The public school district will assemble an Individual Education Program (IEP) team, comprising staff from the public school and Saint Francis de Sales Parish School, parents, and others, for all students referred from a parochial school. When making a referral for an IEP evaluation, Archdiocesan schools will follow the guidelines established by the Department of Public Instruction.

1. Parents are informed about the referral procedures, and their verbal approval for such a referral is sought before the process begins.
2. The parochial school principal or the child's parent requests appropriate referral forms from the building principal or the public school district's central office. Written parental consent is required for districts to do evaluations. All completed forms are returned to the building principal or the public school district's central office, per the public school district's policy.
3. The evaluation must be conducted within sixty (60) calendar days of when the public school district's central office obtains parent consent to evaluate or the date the parent was notified that testing is not required. An IEP and placement must be developed within 30 days of deciding a child is eligible for special education.
4. The IEP team determines whether the child has an impairment and whether special education services are necessary. If special education services are needed, the public school district must offer a Free Appropriate Public Education (FAPE). The child does not have an individual right to special education or related services in St. Francis de Sales School. In consultation with representatives of St. Francis de Sales School and the child's parents, the district where St. Francis de Sales Parish School is located determines the services it will provide through the development of a service plan.

5. Upon receipt of the IEP report and service plan, the parochial school's Learning Support Team reviews the recommendations outlined in the report. The Learning Support Team determines whether the implementation of the service plan for the student is feasible if they continue their enrollment in the school.
6. If the parents elect not to follow the recommendations of the public-school district, St. Francis de Sales Parish School will determine whether the student's needs can be met and whether continued enrollment is in the best interest of the student. This determination will be put in writing, shared with the parent, and becomes part of the student's permanent record.

ANIMALS IN SCHOOL

Animals may be brought into the classroom only with prior approval from the school administration and must serve a clear educational or comfort purpose. Parents will be notified if an animal is introduced or kept in their child's classroom. All animals must be handled safely in accordance with the health and safety guidelines provided by the Wisconsin Humane Society and the Wisconsin Department of Health. Restrictions apply to certain animals, including reptiles, birds, undomesticated, and stray animals. Care must be taken to protect students with allergies or asthma.

Personal pets of parish or school employees are not permitted on school or parish property during the workday or at school/parish events. This policy applies to any shared workspaces, such as rectories, used for school business purposes.

Service Animals

Per the Americans with Disabilities Act (ADA) and Wisconsin law, service animals are working animals, not pets. A service animal is typically a dog (or, in limited cases, a miniature horse) that is individually trained to perform specific tasks for an individual with a disability. Emotional support animals do not qualify as service animals under the ADA.

If a parent requests a service animal for their child, the school may ask only if the animal is required due to a disability. No proof of training is needed, and the school assumes no responsibility for the animal's care, training, or any damages or injuries it may cause.

Service animals must be fully vaccinated, licensed, and under the handler's control at all times. They may be excluded from certain areas where their presence could disrupt activities or pose safety concerns. Allergies or a fear of dogs are not valid reasons to deny access. Reasonable accommodations will be made for all students involved.

Therapy Dogs in School

A *therapy dog* is a dog specially trained and certified to provide comfort and emotional support to students. Therapy dogs are not service animals and are not owned by the school; they are the personal property of the handler.

Before a therapy dog is allowed on school grounds, the following requirements must be met:

- o Permission: A written request must be submitted to the principal each school year. Approval is required before the dog is brought to school.

- o Training and Certification: The dog must be at least one year old and certified by an approved national therapy dog organization (such as those recognized by the American Kennel Club). Proof of certification must be provided and kept current.
- o Licensing: The dog must have a current pet license and wear the license tag at all times.
- o Health and Cleanliness: The dog must be clean, healthy, house-trained, and up to date on all vaccinations. Documentation from a veterinarian is required. Dogs posing health risks (e.g., due to allergies) may be removed or relocated.
- o Insurance: The handler must provide proof of liability insurance covering the dog on school property. The school and Archdiocese must be listed as additional insured. The handler is responsible for any damages or injuries caused by the dog.
- o Behavior and Control: The therapy dog must be calm, well-behaved, and under control (on a leash or tether) at all times. It must not disrupt learning or interfere with others.
- o Supervision: The handler is fully responsible for the dog's care while at school, including feeding, exercise, and clean-up.

Even if all guidelines are met, the school reserves the right to deny or remove therapy dog access at any time.

ASBESTOS STATEMENT

The St. Francis de Sales Parish School building has been inspected for asbestos, and friable asbestos was found in the following areas: the boiler room, classrooms, and the lower level. This condition was corrected in August 1989. Our management plan was submitted to the State of Wisconsin for review in compliance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, effective August 1989. Wehner Construction Management, Ltd., performed the initial inspection and developed the management plan.

The management plan is available for inspection during regular business hours in the school principal's office. There is no restriction on who is allowed to review the plan, and there will be no cost involved. The extreme size and complexity of this document may require the assistance of a staff person familiar with the plan during its examination in our offices.

St. Francis de Sales Parish School has contracted to have regular required asbestos inspections. These will be performed as required by the management plan.

These actions do not necessarily indicate an asbestos problem in the school. Asbestos-related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93, July 2005

ATTENDANCE

Regular school attendance is of the utmost importance. An absent child is always at a disadvantage because a teacher can't replicate the experiences of in-person learning. It is the shared responsibility of the school and the home to help students develop desirable habits of punctuality and regular attendance. Students are expected to attend school regularly in compliance with the law for compulsory

attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year.

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless they: 1) are excused, 2) have graduated, or 3) are 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 whole period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

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

- o Per 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.
- o There is no legal number of absences that, if exceeded, leads to automatic retention of a student.
- o A school may develop and implement a plan of action to address the 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. A student who is absent from school usually is not allowed to participate in after-school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after-school or evening activity.

Absences

Under the Wisconsin Compulsory Attendance Law, 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 (5) days in a semester. A second notice regarding habitual truancy will be sent when a student has been absent for 10 or more days during the school year. Students absent for three (3) or more days will require a written excuse from their doctor.

If a student knows in advance that an absence will occur, a note must be submitted to the Office at least two business days prior to the absence. This procedure must be followed even when the absence involves only part of the day. It is also the responsibility of the student to inform the teachers of such an absence the day before the absence.

A satisfactory explanation is needed from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be submitted to the school office. It may be obtained in person, by telephone, email, or in writing.

At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused. It is the school's responsibility to attempt to contact the parent or guardian after it has been determined that a child is absent from school without prior notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records.

Students who leave and/or return during the regular school day (for appointments, etc.) must check in and out with the log held in the School Office.

While St. Francis de Sales School accepts the parental right to keep a student home from school for a sufficient reason, the administration asserts the right to judge this reason and determine whether the absence is excused or unexcused.

The following are considered excused absences:

- o Personal illness: Medical verification may be required.
- o Family emergencies or crises.
- o Attendance at a funeral or religious service.
- o Medical and legal appointments.
- o Severe weather when school is not officially closed.

The following are examples of unexcused absences:

- o Working.
- o Babysitting.
- o Car trouble.
- o Oversleeping, running late, or missing the bus.

Students are allowed to complete the work missed during an absence. Students who are absent from school are not allowed to participate in evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after-school or evening activity.

Requests for Excused Absences

Requests for children to be excused from school during school hours must be submitted in writing to the homeroom teacher. The school office will contact these children upon the parents' arrival. A written note from a parent or guardian is required for a child's dismissal if it differs from their usual manner; e.g., to ride a different bus, to walk if they usually ride, etc.

The homeroom teacher or school office should be notified in writing by parents or guardians when a child is to be excused for a family vacation.

Children are not permitted to leave the school grounds during class hours, lunch period, or recess without the permission of the principal or a designated alternate. If a child is to leave at these times,

they must present a written request from their parents or guardian to the principal or their designee.

A student is never to be permitted to leave the school with anyone who is not identified as their parent or an adult authorized in writing by the parent for this purpose.

Please schedule medical, dental, and other appointments for times other than during school hours.

Please schedule family vacations to coincide with school vacation days. Family weekend outings should be planned to coincide with the school's dismissal time, which is 3:30 pm.

Tardiness

Children will be considered tardy if they are not present with their class at the specified times and places. Students must report to the school office upon arrival if they arrive after the scheduled time. Tardiness will be excused for medical reasons, late buses, and emergencies only. A tardy becomes an absence as determined by the office staff.

Truancy

The State of Wisconsin allows only 10 days of excused absences per year. Absences for any reason require that you notify the school before the absence. Voice mail is available before and after school hours to notify us of an upcoming absence. If we do not contact you before the absence, it will remain unexcused. Attendance records will not be changed for a note received more than 2 days after an unexcused absence.

We will notify parents when a student begins to experience an attendance problem. Administration will make every attempt to meet with the student to discuss attendance. When attendance reaches the "habitual truancy" level, a certified letter will be sent, requiring the parent to meet with school personnel to discuss the attendance situation (Wis Statute Ch. 118).

Under Wisconsin Statute 118.15, a student is considered to be truant if school is in session and they are not in attendance. Students are considered to be habitually truant when they are absent unexcused for all or part of 5 or more days in a semester. This policy includes truancy.

Truancy. (1) It shall be unlawful for any child to be a truant. (2) In this section, "truant" shall mean a pupil who is absent from school without an acceptable excuse under Sections 118-15 and 118-16(4), Wisconsin Statutes, for part or all of any day on which school is held during a school semester.

Habitual Truancy. (1) It shall be unlawful for any child to be a habitual truant. (2) In this section, "habitual truant" shall mean a pupil who is absent from school without acceptable excuse under Sections 118.15 and 118.16(4) for part or all of five or more days on which school is held during a school semester.

Under Municipal Ordinance Section 15.26, the Lake Geneva Police Department may issue a ticket to habitually truant students or their parent(s).

Any person who has a child under his control, who is between the ages of six and 18 years old, and whose child attends school within the jurisdiction of the city municipal court is required by ordinance to ensure

that the child attends school according to the provisions of W.S.A.,118.15.

In cases of habitual truancy, initial contact is made with the parents or guardians. The state statutes assign responsibility for truancy to the local public school district. If contact with a parent is unsuccessful, a referral will be made to the appropriate person in the public school district.

Transfers: Withdrawals

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Written authorization from a parent, guardian, or adult student is not required for the transfer of records to be released and sent to the new school in which the student is enrolling. Unless there are compelling reasons not to do so, this record transfer should occur within ten (10) days of receiving the request.

BUILDING SECURITY

For the safety of children and staff, maintaining building security during the day is crucial. All doors accessing the school will be kept locked at all times. Entrance into the school will be controlled from the school office. Please use the doorbell/intercom system located at door E5 to gain access to the school during the regular school day. Before- and after-school childcare drop-off and pick-up will be at the door on Curtis Street, entering the gym area.

BULLYING AND HARASSMENT

It is essential to maintain an educational environment that fosters optimal human growth and development. Respect for the dignity of each person is a fundamental principle in Catholic tradition. Each school and religious education program must 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 policy includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

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

- o Physical assaults, hitting or punching, kicking, theft, threatening behavior

- o Verbal threats or intimidating language, teasing or name-calling, racist remarks
- o Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- o Cyberbullying, which is the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish or school officials who observe or become aware of bullying incidents are required to report them to the administration. Anyone is encouraged to report the incident to a staff member or the administration, including any student who is a victim, witness, or otherwise aware of bullying.

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. The recipient will make a written record 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 a student 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:

- o Written documentation of the incident
- o Disciplinary sanction(s)
- o Peer mediation
- o Professional counseling
- o Referral to outside agencies
- o 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 according to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

BUS SERVICE

The Lake Geneva Public School District offers bus service to all students residing within the district. The carrier is Dousman Transport Co., Inc. If you have any questions about bus scheduling or any other concerns, please call Dousman Transport Co., Inc. at (262) 248-3289.

If a child is to ride a different bus than the one they rode to school, or is to get off the bus at a different stop, two notes must be sent to school (dated and signed by a parent). One note should be addressed to the bus driver and one to the classroom teacher. Both notes should be handed to the teacher before the start of class.

CARE OF SCHOOL BOOKS AND PROPERTY

Students are responsible for the proper care of all parish school property, equipment, and materials. Property or equipment, including computers, printers, headphones, audio-visual materials, or any other technological apparatus, that is damaged, the student and/or parents must reimburse the school. Students are also accountable for parish school furniture, bathroom facilities, and any other parish school property that is deliberately or carelessly damaged or defaced.

Any textbooks, books, computer software, or athletic uniforms that are lost or damaged must be replaced; otherwise, the student and/or their parents will be required to reimburse the school.

CHILD ABUSE AND NEGLECT

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

The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of alleged child abuse or neglect must be reported, no matter when it happened or where it happened.

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

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

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

Definitions of Child Abuse and Neglect

- o 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; exposing a child to pornography; participation in human trafficking; or exposing and/or participating in sexting.
- o Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty to provide necessary care, food, clothing, medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect.

Included among the list of mandatory reporters are the following:

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

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

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

Procedures for Reporting

- o Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding

possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.

- o It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is applicable. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that it will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- o Sometimes, an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., a pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- o If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- o When more than one educator is involved, the educator with the most significant amount of first-hand knowledge of the child and the reasons for the report should make contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

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

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

Report to Child Protective Services:

- o Intentionally inflicting injury (or death) on a minor
- o Suspicion that a child is going to be harmed
- o Neglect
- o Child-on-child sexual abuse (under 10 years of age. If older, report to law enforcement.
- o An individual engaged in behavior that was dangerous to the child (even if there was no intent to cause injury)
- o Manufacturing methamphetamines when a child is present, in the place where a child resides, or when a child could reasonably see, smell, or hear the manufacturing of methamphetamines
- o Concerns related to the mental health and well-being of a minor if the parent/guardian is not able to keep the minor safe when there have been threats of harm to self or others.

Report to Local Law Enforcement (for the city or county where the incident occurred):

- o If the child is in imminent danger
- o Sexual abuse or assault
- o Any illegal behavior
- o Any image, video, or social media content that contains a minor that involves nudity and/or sexual content
- o If the matter involves child pornography, human trafficking, or sexting
- o Any concern that involves imminent danger to a person's life
- o If the matter consists of a threat of violence to a school building, staff, or students

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

- o Reporter's name, position, parish/school, parish/school phone number.
- o Child's name, address, and age.
- o The reporter's relationship to the child.
- o Parent's name, address, workplace (if applicable).
- o Names and ages of siblings.
- o Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, and past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- o Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- o If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, they should not be notified about the report. To do so would allow the accused, if they have maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, for them to take steps to protect their child.
- o Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child requires protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardians. CPS can meet with the child in any public 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 meetings without parental consent, as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school, and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the

archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate their suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation, which is required by law. The reporter is immune from liability, no matter what the outcome, under both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of child abuse may be founded in fact, the accused should be temporarily suspended (with pay) using a written and dated memorandum from their job pending a fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, the parish, and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid a conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should, for the protection of all concerned, avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but instead are intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have their Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. Under the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.

12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

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

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

A criminal background check must be repeated every five (5) years.

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

CHILD CARE

St. Francis de Sales Parish School will provide childcare for children between the ages of three (3) and fourteen (14) years old. Childcare services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

Childcare services will be provided between the hours of 7:00 and 8:10 am and 3:30 and 4:45 pm, Monday through Friday, from September to June. No service will be provided on school holidays, non-attendance days, or the last day of school attendance.

A more thorough description of our childcare program is issued separately.

CHILD CUSTODY

When school authorities learn that a student is the subject of a court decree that restricts the placement or contact of either parent with the child, a request shall be made to the parent who maintains primary

physical placement of the child to submit a copy of this court decree. Alternatively, a letter from an officer of the court stating the court's requirements in this matter will suffice.

If a court has issued an order affecting the physical placement of a child under 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

Class size for 1st through 8th Grades shall be limited to twenty-five (25) students, unless the principal and School Advisory Commission grant an exception.

Class size for Kindergarten (5K) shall be limited to twenty (20) students, unless the principal and School Advisory Commission grant an exception.

Class size for our 3K and 4K shall be limited to twenty (20) students, unless the principal and School Advisory Commission grant an exception.

CODE OF CONDUCT

The St. Francis de Sales Code of Conduct embodies our vision, values, and expectations for the behavior of all members of our school community. Establishing clear rules and standards is the first step in fostering appropriate behavior. When students understand what is expected of them, they learn to make informed choices about how to behave in various situations. Establishing consequences for inappropriate behavior teaches children that they are responsible for their behavior and the choices that they make.

Maintaining appropriate behavior requires a cooperative effort among the child, teacher, parents or guardians, principal, and pastor. Parental cooperation will enhance the effectiveness of the school environment, where each child can acquire academic knowledge while learning to get along with and respect others, thereby developing into a responsible individual.

Many of the expectations outlined in the Parent-Student Handbook and classroom deal with safety-related issues, some emphasize respect for others and property, and a few focus on good manners. All of these expectations are critical in maintaining a positive school environment that fosters learning.

We ask that all parents and guardians discuss this code of conduct with their children and let them know that you are not only aware of the rules and the consequences for not following them, but also that you support their enforcement.

Form 1 Family Student Handbook Acknowledgement: All families are required to sign.

COMMUNICATIONS WITH PARENTS

All school events and activities are listed on the school calendar, which can be found on the St. Francis de Sales Parish School website and Option C. The lunch menu may also be found on the school website and on Option C, our Student Information System. A printed calendar will be sent home each month.

The school newsletter is emailed to families every Tuesday. The newsletter will contain the most current changes to the calendar and important announcements.

The St. Francis de Sales Parish School website should be monitored for additional school information.

SFds website: www.sfdslg.org/school

Option C website: www.optionc.com School code 7128

Parents may email teachers and/or administration at any time with questions or concerns. Teachers and administrators will respond within 24 hours, except on weekends and holidays.

COMMUNITY SERVICE

It is substantial and valuable that young people witness Christ through a free-will offering of their gifts, abilities, and time, which we refer to as community service. Community service can be the foundation of a lifetime pattern of giving to and serving others. Our Lord Jesus Christ considered service and love to be the greatest of graces and gifts. What follows are the general guidelines of what, for practical purposes, can be regarded as the community service policy of St. Francis de Sales Parish School:

The service must be for the good of the school, parish, or community (i.e. events organized by school or school groups such as the Advent Breakfast, parish events such as the Parish Festival, community events such as Safety Town); one may not receive any form of remuneration for the service; it may not be done during school hours without prior approval of the principal; if in doubt as to whether a service qualifies or not, a student is encouraged to seek prior approval from the teacher, principal or pastor; unless as an act of goodwill, it should not be something for which someone would otherwise have to pay someone, unless it is for a not-for-profit organization.

While parental support is necessary and valuable, the initiative needs to be with the student. It is essential that the student fully understands the spiritual motivation (with parental guidance) behind the service requirement. Parent compulsion or the attainment of a secular reward should not be considered spiritual motivation.

A student may begin community service at any age; however, the official hour accumulation may only start during the summer after completing 5th grade. Students will need to accumulate fifteen (15) clock hours of approved service per year, totaling a minimum of forty-five hours, by the 4th quarter of the 8th grade, to be included in any form of recognition recommended by the 8th-grade class and teacher, and approved by the principal. Students are encouraged to accumulate as many hours as possible, provided that it does not interfere with their academic or spiritual obligations. Service hours worked by parents, while greatly appreciated, may not be applied to the total of any student.

Students who enter St. Francis de Sales after the 5th grade are subject to the 45-hour requirement. The principal will consider extenuating circumstances on an individual basis.

Written approval from parents or guardians is required for pupils to participate in community service activities.

Community service activities shall not interfere with the regularly scheduled transportation of pupils to and from school.

The interpretation of the community service policy, like the interpretation of all policies, is subject to the principal's final decision. The principal must approve summer community service hours.

COMPLAINTS CONCERNING SCHOOL / RELIGIOUS EDUCATION PERSONNEL AND POLICIES

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our school or parish religious education programs and an employee (e.g., principal, teacher, DRE, Youth Minister, or parish catechist). Before initiating any formal grievance, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to determine if reconciliation or a meeting of the minds can occur, consistent with the Archdiocese's philosophy. If resolution occurs, there is no need to proceed. An informal grievance not raised promptly (generally not to exceed ten days) shall be considered waived.

STEP 1

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

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

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

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

STEP 2

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the Pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The Pastor will immediately call on the employee for their response and attempt to resolve the situation in one of the following ways;

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

STEP 3

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

STEP 4

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request, within ten (10) working days, a written appeal to the Archdiocese. If an appeal is not filed within the specified time, the issue is considered closed. Upon receipt of the written appeal, the superintendent will determine the appropriate action, and the findings will be communicated to all parties involved.

COMPUTERS AND TECHNOLOGY

The use of computers and technology comes with responsibility. You and your child must read the following Acceptable Use Policy for the use of Computers and Telecommunications and discuss it together. When your child is given a password for computer use, they must follow the rules. Inappropriate use will result in the loss of computer privileges and may lead to other disciplinary actions, if necessary. Please stress to your child the importance of using only their account password and keeping it a secret from other students. Your child should never let anyone else use their password to access the network. Your child is responsible for any activity that happens in their account.

Your student's use of the Internet will be supervised by staff, and we are utilizing security settings available through both software and hardware, which are designed to limit access to inappropriate material on the school campus. Please be aware, however, that there is unacceptable and controversial material and communications on the Internet that your child could access despite all our precautions. We can't provide direct supervision for all students at all times, nor can we filter material posted on every network-connected computer worldwide. We encourage you to consider, however slight, the potential that your child may be exposed to inappropriate material when deciding whether to allow your child to use the school computers and Internet. There may also be additional kinds of material on the Internet that are not in accord with your family values. We encourage you to use this opportunity to discuss your family values and expectations with your child about how these values should guide their

online activities.

Acceptable Use Policy for Computers and Telecommunications

The use of computers and the Internet provides great educational benefits to students. Network and Internet access are provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network are 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 for acting morally and ethically when using the computer system and the Internet. General school rules for behavior and communication apply.
2. Network storage areas and school-issued or personal devices may be 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, which are kept on third-party servers 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
 - 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. Disclosing, using, or disseminating personal identification information regarding minors without authorization

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

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

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

CURRICULUM

The course of study at St. Francis de Sales Parish School has been developed in consultation with the

Milwaukee Archdiocesan Office for Schools and per the requirements of the state of Wisconsin. The secular subjects and textbooks used are similar to those found in public schools. These are taught with a Christian approach and interpretation. All students receive regular instruction in Religion, Language Arts, Reading, Math, Social Studies, Science, Art, Computer Science, Music, and Physical Education. Textbooks and other materials used are always available for viewing.

Religion

The religion curriculum at St. Francis de Sales is infused into the life of the school and all areas of study. Students learn about their faith through academic coursework and other relevant experiences. Students grow in their faith by exploring the connections between Catholic ideas and other fields of academic study, artistic expression, socialization, discipline, and morality. They deepen their spiritual beliefs through prayer, devotional practices, and social outreach.

Religious education is integrated into the life of each student. This is achieved through a continuous effort to create a Christ-centered atmosphere in each classroom and throughout the school as a whole. A formal religion program is taught on all levels (Kindergarten – 8th Grade).

The Director of Religious Education coordinates and directs all sacramental programs at St. Francis de Sales School. This includes the Sacraments of Reconciliation and First Communion, which are celebrated in 2nd grade, using supplemental texts. Most instruction is given during school hours; however, some parent meetings are mandated for sacramental preparation.

The “Theme” for each grade is as follows:

Kindergarten: Caring

First Grade: Who Is God?

Grade Two: Reconciliation/Eucharist/Mass

Grade Three: Church Community

Grade Four: Morality

Grade Five: Seven Sacraments

Grade Six: Old Testament

Grade Seven: New Testament-Jesus

Grade Eight: Church History-Morality

Students attend Mass once a week and celebrate a monthly prayer service. Students and teachers plan these liturgies. Holy Days, which occur during the school week, will be celebrated during the school day.

Early Childhood Kindergarten

The Kindergarten program at St. Francis de Sales Parish School provides a welcoming and nurturing environment to help all students become successful learners. Our early childhood environments are specifically designed to provoke the curiosity and exploration of children at differing levels of development. By balancing play experiences with academic lessons, children learn to be flexible thinkers and to develop core social skills, such as negotiation, collaboration, and empathy. Children are guided in developing a relationship with God, learning about the world, forming friendships, and cultivating independence and leadership skills.

Language Arts

Our English/Language Arts curriculum follows the practices that view reading, writing, and thinking as integrated parts of a whole. Students are guided in daily lessons of reading, writing, speaking, listening, and literary analysis with the purpose of learning to think critically, find and evaluate information, interpret, analyze, express meaning, and present ideas through a variety of media and technology.

Math

Our math curriculum, Envision, is designed to engage students in applied quantitative thinking, enabling them to make sense of numbers and mathematical concepts. Students develop an understanding of numbers while using real-world applications to demonstrate mastery of a skill. The course content includes number sense, geometry, measurement, statistics, probability, and Algebra.

Science

Science is an ongoing process of acquiring and refining knowledge. Through science and engineering practices aligned with the Next Generation Science Standards, students employ critical thinking, problem-solving, and collaboration to master content, make discoveries, and solve design challenges. The study of science enables all learners to gain a deeper insight and understanding of the world that God created.

Social Studies

The social studies curriculum provides a coordinated and systematic study of information, skills, and concepts from the disciplines of history, geography, political science, economics, anthropology, psychology, law, archaeology, and sociology. Connections are made to how people over time have shaped the world today in aspects of science, technology, and religion.

Spanish

Our Spanish program emphasizes interpersonal communication by focusing on the development of the four key skills: listening, speaking, reading, and writing. World language study is part of our core academic curriculum for 7th and 8th grades.

Music

Our music curriculum is a program that encourages students to develop an understanding of musical concepts through singing and playing instruments. It provides an opportunity to understand music in the context of its history, culture, and the arts. The program guides students in the acquisition of musical concepts through composing and improvising.

Art

Our art curriculum is a program of sequential experiences that encourages students to develop individual styles of expression using a broad range of media and techniques. Through a formal critique process, students refine their observational skills and critical thinking abilities. In addition to weekly art classes, collaboration with classroom teachers provides cross-curricular experiences designed to develop visual literacy across disciplines.

Physical Education

The physical education program adopts a progressive approach, developing skills through mastery with

an emphasis on lifelong fitness. All students participate in team-building and cooperative activities that focus on and help solidify the values of teamwork and sportsmanship.

Electives 6th-8th Grade

Students in 6th through 8th grade are allowed to select an elective for each quarter. Students participate in electives twice a week with other middle school students. Some electives offered include coding, digital art and design, computer applications, and American Sign Language.

DISCIPLINE

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

To create an active, Catholic, and Christian learning community for the entire student body of St. Francis de Sales Parish School, a discipline policy is necessary. Standards and rules are essential for the successful operation of a school. If these standards and regulations are established in a rational manner and with foreseeable consequences, students are more likely to comply. Believing that discipline is a mutual responsibility, the staff and administration will strive to develop students who honor, respect, and are responsible to themselves, their fellow students, staff, and parents. At St. Francis de Sales, we also believe that each student should be treated with respect and dignity.

Positive concepts of discipline are built on the belief in the dignity of and respect for each person. One of our main goals as a school is to help students develop self-discipline. Self-direction, rather than external control, is the ultimate objective of proper discipline. A climate of mutual understanding, respect, and trust, based on faith in the worth and dignity of each individual, does much to promote self-discipline.

Therefore, students will be expected to show respect, dignity, and cooperation to teachers, staff members, parents, and fellow students. Students must realize that they are ultimately responsible for their actions and must accept the consequences that follow.

Disciplinary Plans

The following principles shall guide the local discipline plan or program:

- o Engaging instruction and consistent classroom management are the foundation of effective discipline.
- o School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it happens.
- o School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- o Administrators, faculty, and staff should promote and model high standards of Christian behavior and service. They should monitor and correct misbehavior fairly and consistently as needed.
- o School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.

- o Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- o Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- o Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.
- o Corporal punishment is never acceptable or allowed for any purpose.
- o Parents/guardians and students are partners in effective discipline plans. They shall receive a school handbook annually that outlines expectations and consequences for behavior.

Levels of Student Offenses & Consequences

Disruptive Behavior (Level I) (Applies to K – 8th)

Disruptive Behavior will be handled by the intervening St. Francis de Sales Parish School faculty or staff member or referred to the principal when these offenses occur in the common areas of the school or on school grounds. Disruptive Behavior that takes place in the classroom will generally be handled by the classroom teacher in charge. Although Disruptive Behavior comprises the lowest level of offense, it still requires timely intervention. Depending on the severity of the offense and the age or grade level of the student, some Disruptive Behavior offenses may be classified and treated as Serious Behavior offenses.

Disruptive Behavior offenses include, but are not limited to, the following types of behavior (which are listed alphabetically, not in order of seriousness):

- o Being present in unauthorized areas of the building or school grounds
- o Being consistently unprepared for class
- o Bringing unauthorized items to school
- o Chewing of gum/candy/food outside of the cafeteria area
- o Chronic late/missing assignments
- o Cutting or pushing inline
- o Disrupting the learning environment
- o Failure to follow directions
- o Dress code violations
- o Littering
- o Making vulgar or inappropriate noises
- o Rough play (Physical contact without intent to harm)
- o Running or excessive loudness in the building
- o Failure to act responsively
- o Unexcused tardiness
- o Teasing or taunting
- o Throwing Objects
- o Cheating and Plagiarism (In addition to the consequences listed below, the student may receive a Zero on the assignment)

The following types of consequences are suggested for Disruptive Behavior offenses. Please note that these consequences are listed in alphabetical order.

Consequences for Disruptive Behavior must fit the offense.

- o Change of seating location
- o Conference with parent(s) and/or guardian(s)
- o Conference with student(s)
- o Development and adherence to an individualized behavioral plan
- o Loss of privileges
- o Opportunity to correct actions
- o Possible detention
 - Afterschool
 - Lunch
 - Recess
- o Probation
- o Sent to the office with a disciplinary referral and will remain there for the remainder of the day
- o Verbal or written apology for misbehavior
- o Warning or directive

Three Disruptive Behavior offenses in one academic semester will result in progression to a Serious Behavior offense for all further offenses for that academic semester.

Serious Behavior Offenses (Level II)

Serious Behavior Offenses (Level II) that occur in the classroom, in common areas of the school, or on school grounds will be handled by either the classroom teacher in charge or the principal. Serious Behavior offenses are considered to be more severe than Disruptive Behavior offenses. Depending upon the severity of the offense, some Serious Behavior offenses may be classified and treated as Severe Behavior offenses.

Serious Behavior offenses include, but are not limited to, the following types of behavior:

- o Bus misconduct
- o Damaging or defacing school property
- o Defiance or disrespect to any St. Francis de Sales adult (Faculty, staff, parents, volunteers, substitute teachers, visitors, etc.)
- o Failure to abide by the corrective measures given for the Disruptive Behavior Offense
- o Inappropriate Catholic School Conduct
- o Leaving school grounds without permission
- o Physical contact with the intent to provoke or harm
- o Possession or use of tobacco or tobacco products
- o Profane or inappropriate language
- o Repeated Disruptive Behavior offenses
- o Truant from class
- o Forgery
- o Violation of the Computer/Internet agreement

Serious behavior offenses may result in the sequence of consequences listed below. The school principal and/or pastor has the authority to respond at any step in the sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be imposed.

- o Removal from class

- o Parent(s) and/or guardian(s) notified of the consequences for their child's offense
- o The local authorities may be notified
- o Possibility of consequences:
 - One hour after school detention
 - Probation
 - In-school suspension (1 – 5 days)
 - Out-of-school suspension (1 – 3 days)
- o Possible parent conference at school and/or development of an individualized behavioral plan
- o Possible removal from field trip privileges and/or social event privileges
- o Possible revocation to participate in any and/or all extracurricular activities

In extreme cases of inappropriate behavior, the child's parents will be called during the day and informed that the child will be detained for the rest of that day. The parents are responsible for picking up the child after this detention.

If a child receives three behavioral detentions during one academic semester, a conference will be scheduled with the parent(s). The child will be put on probation. The student will not be allowed to participate in any extracurricular activities, field trips, assemblies, or other events until the end of the semester.

After a student has earned three behavioral detentions during one academic semester, any further disciplinary actions will result in a one-day in-school suspension, following a conference with the parents. Suspensions are justified only in unusual circumstances and are usually an in-school suspension. An in-school suspension means that the student will spend the entire day in the school office, without contact with other students. All work, use of the bathroom, lunch, and recesses will be administered by the principal from the office. Students who have earned an in-school suspension are still on probation for the remainder of the quarter.

Severe Behavior Offenses (Level III)

Severe Behavior Offenses (Level III) that occur in the classroom, common areas of the school, or on school grounds will be referred to the principal, as well as other authorities when necessary. Severe Behavior offenses include any behavior that violates federal, state, or local law, compromises student safety, or displays gross misconduct by a student.

Suspension and expulsion procedures may be implemented when a student's conduct poses a threat to the property, health, or safety of others or disrupts the learning environment.

Severe Behavior Offenses include, but are not limited to, the following types of behavior:

- o Repeated Disruptive Behavior or Serious Behavior offenses
- o Failure to abide by corrective measures given for Disruptive Behavior or Serious Behavior offenses
- o Assault (verbal or written threat) that implies physical or mental harm or battery (physical attack)
- o Fighting
- o Harassment
- o Hazing or hazing-type initiations

- o Possession or use of illegal drugs and/or alcohol
- o Possession or use of weapons, “look-alike” weapons, or any object deemed potentially harmful to others.
- o Destruction of school property/vandalism
- o Any severe or inappropriate conduct on school premises or at school-related activities that endangers the life or safety of another
- o Gross disobedience or misconduct as determined by the school principal, pastor, and/or local authorities
- o Theft
- o Threats, physical, verbal, or written, intended to cause physical or mental harm or fear
- o Gang affiliation
- o Verbal abuse
- o Bullying, cyberbullying, 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 intimidating messages.

Severe Behavior offense may result in the following sequence of consequences. The principal and/or Pastor have the authority to use their discretion in assigning appropriate consequences, responding at any step in the Serious Behavior offenses sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be assigned.

- o One to ten days out-of-school suspension and recommendation for expulsion.

Out-of-school suspensions are considered a rarity and are the responsibility of the school principal. State law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held. In cases of out-of-school suspension or expulsion, the procedural guidelines established by the Archdiocese will be followed.

DROP-OFF & PICK-UP PROCEDURES

Drop-Off Procedures

Bus Riders

Bus riders will drop off on Curtis Street. There is no parking in the designated bus area on Curtis Street during drop-off.

Car Riders

Students are not to arrive before 8:10 am if they do not ride the bus. Students arriving before 8:10 am must be dropped off at the Curtis Street gym doors to enter the gym and into the Before Care Program (at a minimal charge). Beginning at 8:10, drive-through drop-off is available in the upper playground parking lot. Enter the fence driveway closest to Highway 50 and loop around, exiting out the opposite driveway. Please have your children exit the car promptly, so as not to back up the flow of traffic. Parking in the upper parking lot is not allowed. If parking is necessary, park in the Parish Center lot.

PICK-UP PROCEDURES:**3K and 4K Parents**

11:30 am Pick-up is on Curtis Street for students who have chosen the half-day option.

3K and 4K

Students will be picked up in the gym at 3:30 pm or will be dismissed with an older sibling, provided a parent has given permission.

Upper Parking Lot

The upper parking lot will be used for pickup, and families that would like to stay and play on the playground with adult supervision.

Lower Parking Lot

All students will exit through the main school doors and be picked up in the lower lot if their parent/guardian is not in the upper parking lot.

Walkers will come through the gate at the main entrance across from the playground, and their child will be released at that door.

EMERGENCY DRILLS**Tornado**

- o Areas have been designated for each class to move into in case of a tornado.
- o Drills are held frequently to ensure smooth movement for such an event.

Fire

- o Exits to be used in case of fire are posted in each room
- o Monthly fire drills are conducted to prepare all children for a safe evacuation of the building.

Lockdown

- o Lockdown drills are conducted regularly to prepare students and staff for the possibility that a lockdown may become necessary.

EMERGENCY RESPONSE PLAN

St. Francis de Sales School has in place a comprehensive protocol to respond to any emergency or disaster, including, but not limited to, fire, tornado, hazardous materials, bomb threats, and intruders in the building, as well as evacuation and relocation procedures. The Emergency Operations Plan will be followed if a life-threatening emergency necessitates specific action to ensure the safety of students and staff. This plan is known to school personnel and, for security reasons, will not be discussed publicly. If such a situation were to occur, every effort would be made to keep the families of students and staff informed.

In the event of an emergency or disaster, under no circumstances should family, friends, or relatives come onto the school grounds during the crisis. We ask this for the safety of both students and staff, as well as your safety. Parents will be informed via the media about where to meet. A representative from St. Francis de Sales Parish School will be located there as soon as possible.

The Emergency Operations Plan will be practiced and reviewed annually.

EMERGENCY SCHOOL CLOSING

In the event of a severe storm or other emergencies, Radio Stations **WLKG 96.1 FM** and WTMJ 620 AM, as well as Television Station TMJ4, will carry area school closings, along with the www.620wtmj.com website.

When school is closed due to severe weather, all after-school and evening activities are canceled.

Parents will receive an Option C alert via text, email, or call, depending on their personal settings in Option C.

EXTRACURRICULAR ACTIVITIES

Extra-curricular activities supplement the primary education of our children.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The pastor may delegate the immediate supervision of an activity to a qualified staff member or other adult; a job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

Extracurricular Eligibility

Extracurricular activities include sports, plays, swing choir, talent shows, clubs, and the school musical.

A student's first responsibility is to their schoolwork and grades. It is believed that students who do not reach their full academic potential often lack the time to participate in extracurricular activities or sports. It is further believed that students who display a negative attitude, poor conduct, or less than full effort should not represent the school in extracurricular activities. Therefore, participating in sports or extracurricular activities will be allowed only as long as grades, attitude, conduct, and effort warrant it.

To determine a player's eligibility status, teachers will evaluate students weekly. The judgment of a student's behavior and attitude will be incorporated into their effort grade, based on how well they follow classroom guidelines and expectations. A weekly progress report of eligibility will determine their academic status. A teacher recommendation may indicate that a review of a student's work performance and additional effort is needed; hence, the student will not be able to participate in sports or extracurricular activities.

Eligibility for participation in sports or extracurricular activities will be reviewed and updated weekly. The review period for a student's performance will begin on Monday morning and continue until Friday

afternoon. Exceptional circumstances may be appealed to the principal.

1. A student-athlete is ineligible for one whole week (from Monday to Saturday) and may resume participating in games if they demonstrate understanding in their class performance to meet eligibility status by the following Friday (the day teachers submit eligibility to the office). Eligibility would resume.
2. A student-athlete might not be allowed to participate in practices during their ineligibility if the principal and Athletic Director determine it is in the student's best interest to miss practice to become eligible.

If a student accumulates three (3) detentions during a semester, they will not be allowed to participate in school-sponsored extracurricular activities.

If a student accumulates seven (7) detentions during a school year, they will be ineligible to participate in any school-sponsored activities, including field trips, in-school assemblies, sports teams, Field Day, and other extracurricular activities.

FIELD TRIP CHAPERONE GUIDELINES

Your primary purpose as a field trip chaperone is to assist the teacher in any way possible and to help ensure the safety of all children.

Field trips are for St. Francis de Sales Parish School students only; no siblings are allowed to accompany them on these trips. School field trips are not the same as family trips to the zoo, museum, play, etc., but rather class trips.

Chaperones are a welcome addition to the field trip experience, as teachers often require extra assistance outside of the school environment. The teacher selects chaperones on a per-field-trip basis. Some field trips require many chaperones, while others only a few; the teacher and the field trip destination determine the number of chaperones allowed.

All chaperones must be 21 years of age or older and have completed Safeguarding All God's Family training.

Every effort is made to have willing parents accompany a class on a field trip at least one (1) time per year. Anyone volunteering but not selected for a particular field trip will be considered for the next field trip, if possible.

Sometimes, chaperone costs are provided free of charge for specific field trips; at other times, they will incur a cost. This is always stated on the field trip form. Please do not send in any chaperone fees until the classroom teacher notifies you that you will be a chaperone for that particular field trip.

You may only be assigned to chaperone one grade at a time. For example, if you have a child in 1st grade and another in 3rd grade, and both are going on the same trip, and you have been asked to chaperone in the 3rd grade, you may not be able to have both children with you. You may only chaperone in the grade for which you have been assigned.

Chaperones are to follow the preset guidelines for the field trip provided by the teacher or administration.

You may not be able to chaperone your own child, although, whenever possible, the teachers will try to schedule this. The primary purpose is to keep our students safe, allowing them to have an enjoyable experience. (If this means a dad of a daughter will chaperone boys so that he may accompany them to the bathroom, and his daughter goes with someone else, then that must be okay with the parent chaperones.)

Chaperones must ride the bus with the students. Chaperones may not follow the bus and meet up with the class at the destination. If you are not selected to chaperone a field trip, parents should not drive on their own and meet the class at their designated field trip location. Doing so will only confuse the child as to who is in charge – is it Mom, Dad, or the chaperone? Legally, it must be the chaperone assigned to that child and appointed by the teacher.

FIELD TRIPS

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 suitable 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 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.

Written permission from the parent or guardian is required for pupils to participate in field trips. The Field Trip Permission Form will be provided by the office staff/ teacher.

Teachers shall accompany pupils on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, with a qualified adult assigned to every 10–15 students, including at least one school employee.

Administration of medication to a student during a field trip must be done by a trained staff member, a volunteer, or the student's parent or guardian.

All field trips shall begin and end at the school. Field trips shall not interfere with the regularly scheduled transportation of pupils to and from school unless approved by the principal. Students are not allowed to leave the field trip unless signed out and removed by a parent.

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

Fundraising for Field Trips

Specific field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. 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.

If the Field trip is cancelled for any reason, all funds raised are the parish/school's and may not be disbursed to individual students or families. The principal/religious education director 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.

All money and permission forms for field trips should be sent in a sealed envelope with the student's name and the classroom teacher's name by the requested date.

FINANCIAL AID: THE ANGEL FUND SCHOLARSHIP

The Finance Committee of the Saint Francis de Sales Parish School supports an "Angel Fund" Scholarship Program. The purpose of the program is to assist families in our school who are experiencing extreme financial difficulties in meeting their school tuition obligations.

St. Francis de Sales Parish School utilizes the services of Tuition Aid Data Services (TADS) to determine the amount of funding a student is eligible for. They will conduct the financial assessments of the families who apply. This report will be strictly confidential. The report will be sent to the Principal, who will then disperse the funds in collaboration with the Pastor.

FOOD ALLERGIES

St. Francis de Sales Parish School Staff will do everything reasonable to ensure the safety of children with severe food allergies. The parent of a student with a severe food allergy must submit a Health Care Plan to the school (refer to the Health Care Plan Form). The Health Care Plan will be kept on file in the health room, the school office, and the cafeteria. For a student with a severe food allergy that may result in anaphylaxis, the parent must provide an EpiPen to the school.

The school does not guarantee the elimination of all food products that may cause an allergic reaction in students.

The school will provide accommodations in good faith to create an environment as free as possible from 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. Some students have a life-threatening allergy to peanuts, and therefore, our environment must be as peanut-free as possible. Please consider this in preparing lunches. We request that snacks and class treats be completely peanut-free for a class with a student who has a peanut allergy. For other grades, if a peanut product is sent as a snack, treat, or lunch, the student(s) is instructed to wash up carefully after eating to avoid

contaminating any surface.

The school will provide an allergy-controlled table in the lunchroom for students with severe food allergies. Students may invite friends to sit with them, as long as their lunch does not contain any foods that are allergic to other students at the table.

Form 4 Health Care Accommodation Plan and Form 5 Allergy Action Plan

GENDER IDENTITY

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 that 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 parish or school property, with the purpose of a potential or actual "gender assignment."

GRADE PROMOTION/GRADUATION

A student will be promoted to the next grade level when they have successfully completed the academic requirements of the present grade level. Students must be present and complete all assigned work to be eligible for promotion. Failure to complete all standards or not showing academic growth may be grounds for not being promoted.

Students graduating from accredited elementary schools of the archdiocese shall receive the official diploma issued by the Office for Schools.

HOMEWORK

Homework assignments are intended to reinforce and extend learning initiated in the classroom, serving as a tool for teachers to review a student's understanding and application of priority standards. Completing routine homework can motivate students to develop good work habits while increasing opportunities for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking, and awareness that learning can take place outside of the classroom.

Homework Policy Guidelines for Students

- o Always do your best work
- o Understand assignments clearly before leaving class
- o Budget time properly for long-term assignments
- o Complete any work missed due to absence from class
- o Homework will be in core content areas only (Religion, Math, English, Science, and Social Studies)

- o Talk to your parents and teacher if you are having difficulty with homework
- o Homework will not be assigned during school vacation, except for reading and reflection.

Homework Policy Guidelines for Parents

- o Be familiar with the philosophy and class guidelines for homework
- o Check your child's assignments
- o Provide a designated time and place to complete homework assignments with minimal interruptions
- o Actively supervise homework completion, assisting, but not doing the work
- o Oversee the completion of long-term assignments to assist in understanding time management
- o Contact the teacher with questions or concerns, especially if your child exceeds the allotted time frame
- o Homework will be in core content areas only (Religion, Math, English, Science, and Social Studies)

While it is understood that the time it takes to complete homework assignments may vary with each child, a general guideline for each grade level is 10 minutes times the grade level. If a child is in the 3rd grade, homework should not exceed 30 minutes a night. If your child consistently has difficulty completing assignments within the recommended timeframe, please contact your child's teacher for assistance.

HUMAN SEXUALITY/FAMILY LIFE

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

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

The schools/religious education programs 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 regular daily instructional schedule in elementary/middle schools (K-8).

The Family Life component in a parish religious education program may be offered during normal instructional time, during a special day of reflection, or in an intergenerational setting with parent participation.

The *Family Life Curriculum* is posted online. Parents are encouraged to become familiar with

and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program after conferring with the principal of the school/catechetical director.

ILLNESS

Children should not attend school when they are sick. It is not the school's responsibility to determine a child's illness. Fever, nausea, rashes, earaches, and other symptoms are signs that a parent should check before sending a child to school.

Under no circumstances should a student leave school when ill without first contacting the school office, which will, in turn, contact the parent. Arrangements must be made for someone to pick up a student who is sick.

Students should arrange with their teachers to complete any missed assignments due to illness. If a parent wishes to pick up their child's homework, please inform the school office when calling in the morning: the homework will be emailed at the end of the school day, 3:30 pm.

Any student suspected of having chickenpox, head lice, pinkeye, impetigo, or another communicable disease will be sent home immediately for care. Students with chickenpox may not re-enter school until the quarantine period is finished and all pox have healed. Families must disclose such problems and isolate the child for treatment for health reasons.

Students who attend school will be expected to participate fully, except for those with doctor's orders for restrictions or students who become ill or injured at school and are waiting to go home. Any student who is too sick to be outside or too ill to participate in all regular school activities should be kept home from school.

ILLNESS OR ACCIDENT REPORTING

Any serious illness or accident should be reported to the school principal and the school office as soon as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident. Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report.

The parent or guardian will be notified. When the parent or guardian cannot be reached, the local police department or law enforcement agency is notified to assist in locating them.

An emergency pupil information file should be available for quick reference. Student emergency records must be updated each year and contain information listing the parents' and another competent adult's address, the telephone number at home and work, the name and telephone number of the family physician, hospital preference, and pertinent data needed in case of an emergency.

An accident report must be placed on file for all accidents resulting in significant injury that occur to or

from the school, as well as within the school facility itself. Injuries that need to be reported include, but are not limited to, the following:

- o Broken bones
- o Head injury/concussion*
- o Serious eye injury
- o Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/ urgent care clinic
- o Any other serious injury that arises out of negligence or a hazardous situation

* The effects of a concussion on a student's return-to-school experience are unique to each student. Therefore, each student should have an individualized academic adjustment plan for the duration of the student's recovery. This plan should be created in consultation with the student's parents, medical professionals, and school personnel. It should address the cognitive, behavioral, social, and emotional needs of the student.

IMMUNIZATIONS AND PHYSICALS

To protect students and children from diseases that are preventable by immunization, Wisconsin law requires all students to show that they have received the required immunizations or have a signed waiver. This documentation must be updated annually, and a copy must be in each student's file.

A physical is required to participate in the St Francis de Sales Athletics Program, again two (2) years later if they continue in athletics.

Form 6 Physical Form

LAW ENFORCEMENT QUESTIONING & APPREHENSION

Law enforcement officers include employees of applicable local, state, and federal agencies. All law enforcement officers should be required to check in at the school office or other designated area and show proper identification. The school should document the officer's name, agency, and purpose of the visit.

A law enforcement officer has the right to question a student or students regarding specific issues or events without a warrant.

A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place that will cause a minimal amount of disruption to the educational setting of the school.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement; however, the administrator may notify the parents that the child is being detained and/or questioned. The administrator is not the legal representative of the student and could be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation into this matter.

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

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. However, the law enforcement officers may remove a child when they possess a warrant for the student's arrest or an order signed by the judge of the children's court.

LICE POLICY

Students with pediculosis (head lice) may be removed from classrooms and/or schools until they have received proper treatment, as required by state law, medical guidance, and established school policies. This policy is not a “No Nit” policy. Nits do not transfer to other people.

1. The first time a child is identified with lice:
 - a. The school administration will contact the parents to inform them of the condition and request that they come to the school immediately to take the child home for treatment. A note with treatment instructions will be sent home with the child.
 - b. The school office will check the child’s entire grade level and siblings for lice.
 - c. The child’s classroom will be vacuumed and cleaned according to the “Cleaning and School Environment” section on the DPI website.
 - d. The child may return to school the next day, provided the parents sign a form stating that they have treated the child and their home following the instructions.
 - e. The school office will check the child upon their return to school (the child will not be allowed in the classroom before this check). As long as the child has no living lice, the child may stay in class. All siblings of the child will also be checked at this time.
 - f. The school office may inspect the child daily to ensure they do not have an infestation.
 - g. The school office may continue to check the child every day for up to 14 days after the last lice identification has been made.
 - h. The office will continue to check the child each day as long as nits are present.
2. If the child has re-infestation:
 - a. The school administration or designee will call the parent to inform them if a live louse is observed, and to advise them of the need to come to the school immediately to take the child home for treatment. A note to the parents giving treatment instructions will be sent home with the child.
 - b. The child may return the next day, provided the parent signs a form stating that the child and the home have been treated.
 - c. The school office will recheck the child and siblings the next day, and the child may stay in school as long as no live lice are observed.
 - d. The school office will continue to recheck both the child and siblings as referenced in the “First Time Identification” process items 1.e through 1.h.
3. Cases of chronic re-infestation may be referred to the Walworth County Public Health Nurse.
4. Confidentiality:

- a. Information will be shared with the appropriate school personnel. All data will be kept confidential per state and federal laws and regulations. Treatment verification forms are to be considered and handled as patient healthcare records.
- b. Parents of other students in the classroom will be notified of the presence of lice when more than one child in the same classroom is found to have contracted the infestation.

LOST & FOUND

The school's Lost & Found area is in the school office. Periodically, these materials will be boxed and donated to charity. If your children are missing anything, please check this area.

LUNCH PROGRAM

Students have the choice to supply their own lunch or purchase a hot lunch. Hot lunches are billed and paid for through our student information system, Option C. A selection of white or chocolate milk is included in the cost of the hot lunches. Students supplying their own lunches may purchase milk for .35¢ per carton (price is subject to change).

Unpaid Meal Charge Policy

The goal of the St. Francis de Sales Parish School Meal Program is to provide children with nutritious meals during the school day. Children may receive lunch at no cost to them if they qualify for free meals based on the Federal poverty guidelines. If, however, a student who does not qualify based on these standards would like to have lunch but does not have money in their account or cash with them to cover the meal cost at the time of service, the following will occur.

- o If a child has money to purchase a reduced-price or paid meal at the time of meal service, the child will be provided a meal. The money may not be used to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- o Parents will be notified when there is \$20.00 left on a student's lunch account.
- o If a child has no money on their account, a hot lunch will be provided and charged to the student's account.
- o If a student account exceeds \$300 in outstanding balance, no lunch will be provided.

LUNCHROOM EXPECTATIONS AND CONSEQUENCES

- o Students will enter and leave the lunchroom quietly.
- o Students will follow and obey directions the first time they are given.
- o Students will remain seated at their table.
- o Students will finish their meal and follow directions for dismissal.
- o Students will not play with their food.
- o Students will converse quietly.
- o Students will walk at all times.
- o Students will clean the table and floor area before leaving.
- o Students are not allowed to share or trade their food with other students.
- o Students will eat lunch in the lunchroom, unless they are eating with a teacher in their classroom.

- o Students will obtain permission to use the restrooms. All school restroom rules apply.
- o Lunchroom clean-up may be a consequence for violating lunchroom expectations.

MANDATORY REPORTING OF SCHOOL VIOLENCE THREATS

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

The complete list of individuals required to report threats of school violence can be found in [Wis. Stat. § 48.981 \(2\) \(a\)](#) and is the same list of the individuals needed to report suspected child abuse and neglect.

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

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

MEDICATION ADMINISTRATION TO STUDENTS

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the school office.
 - a. A Medication Consent Form must be completed by the parent or legal guardian and returned to the individual(s) administering the medication and/or office staff.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or office staff.
 - c. The school office or the principal shall maintain an accurate medication file, which includes all necessary forms for each student receiving medication.
2. Medication to be given in the school must have the following information printed on the container:

- a. Child's full name;
 - b. Name of the drug and dosage;
 - c. Time to be given
 - d. Physician's name.
3. Medication will be administered to the child at the designated time by the school office or by the individual identified to do so. It is the responsibility of the student, if appropriate, and not school personnel, to obtain their medication at the designated time.

Schools recognize the importance and necessity of allowing students to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens, to ensure their safety and well-being. 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 emergency medication on their person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent or legal guardian, principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of their inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide the school with a copy of the student's healthcare plan if the student requires emergency prescription medication.

1. Only limited quantities of any medicine are to be kept at school.
2. All medication administered at the school will be stored in a locked cubicle, drawer, or other secure location.
3. The length of period 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. Furthermore, written instructions must be received from the physician if the drug is to be discontinued or if the dosage and administration time are to be changed from the original instructions.
4. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.

The principal's or school office staff should have a list of pupils needing medication during school hours, including the type of medication, the dose, the time it is to be administered, and the date the medication is to be discontinued. This list should be updated periodically.

1. An individual record for each pupil receiving medication shall be maintained, including the type of medication, the dose, the time administered, and the duration.
2. School personnel are asked to report any unusual behavior of pupils on medication.
3. School personnel may provide aspirin or other non-prescribed medicine to students with authorization from the student's physician and/or parents.

NON-SMOKING

All Catholic schools shall be 100% tobacco-free and smoke-free per Wisconsin Statute 101.123(2)(a).

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

The use and possession of all tobacco products and paraphernalia are prohibited for students, staff, and visitors within school facilities, on school vehicles, on school grounds, and at all school-sponsored events.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences are held with the parents or guardians of each student on an ongoing basis, both formally and informally, throughout the year.

During the school year, St. Francis de Sales Parish School holds two parent-student-teacher conferences. The fall conferences are mandatory, and the spring conferences are optional. Parents, students, and classroom teacher(s) will discuss the student's schoolwork and identify what corrections and assistance may be needed to enable the student to perform at the highest academic and behavioral level.

Additional conferences may be held at any time between parents and teachers, or between parents and the principal, as needed or requested by the parents or teachers.

PARENT OPPORTUNITIES

St. Francis de Sales Parish School, in conjunction with the Home and School Association, the Director of Religious Education, and the Parish Office, periodically offers programs to benefit, promote growth, and educate our school parents and parishioners at large. Such programs include, but are not limited to, guest speakers on a wide variety of topics. Topics include understanding of curriculum and grading, social responsibility, spiritual growth, good sportsmanship, etc. Please refer to the Volunteer Requirements section in this document.

PERSONAL ELECTRONIC DEVICES

A personal electronic communication device means any device that a student has that 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, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

The use of personal electronic devices is not permitted in the building during the regular school day, except for school-issued or approved devices.

Parents are asked not to contact students via personal electronic devices. In the event of an emergency, please call the school, and we will contact your child. Following this policy will also allow us to avoid class disruptions.

Students in grades K-8 will be allowed to carry cellular telephones at school with the following stipulations:

1. The school will not be responsible for lost, stolen, or damaged personal electronic devices.
2. Personal electronic devices must be shut off at the start of school and may only be turned on again at the end of the school day.
3. The use of personal electronic devices for photography is strictly prohibited in all buildings at all times.
4. The use of personal electronic devices at any time during instructional periods will result in confiscation and disciplinary action, as this is a violation of our St. Francis de Sales Parish School Code of Conduct.
5. The principal/designee shall have the right to access any content, including text messages, photos, or address books, on cell phones confiscated from students.

The principal or designee has the authority to confiscate an electronic signaling device. Students whose cell phones ring in a classroom or use their cell phones on school grounds during regular school hours will:

First Offense - The cell phone will be confiscated and kept in the principal's office until the end of the school day. The student will be referred to the principal, and one after-school detention will be issued. Parents will be notified. The phone will be returned to the student at the end of the school day.

Second Offense - The cell phone will be confiscated and kept in the principal's office. Parents will be notified. The cell phone will be returned to the parent only after a meeting has been held with the principal.

Any Subsequent Offense - The cell phone will be confiscated, and it will be kept in the principal's office. Parents will be notified. The cell phone will be returned to the parent at the end of the semester. An exception is permitted only after the student has received prior permission from the school principal.

PERSONNEL STANDARDS

The principal and teachers in Catholic elementary schools shall have or be working toward the highest level of Religious Certification through the Archdiocese of Milwaukee Sustaining the Mission Program. Principals and teachers in Catholic elementary and secondary schools have appropriate certification with the Department of Public Instruction. Principals, teachers of religion, and catechists are Catholics who have access to the full sacramental life of the Church and are engaged in the community of the faithful.

PHOTOGRAPHY CONSENT AND AUTHORIZATION

Throughout the year, St. Francis de Sales Parish School students participate in activities, events, or projects that may involve being photographed or videotaped. These activities include, but are not limited to, school portraits, field trips, special events, awards and recognition, school displays and projects, the school yearbook, promotional activities, and extracurricular events. This list is not exhaustive, but it

serves to illustrate situations in which students may be photographed.

By signing the Photography and Video Consent Form, you hereby permit St. Francis de Sales Parish School to use photographs and/or video of your child in educational publications and/or promotional materials. These include:

- o In-School Displays - including but not limited to bulletin boards, class-made books, or student multimedia projects, which may feature students' first and last names.
- o School Yearbook - including, but not limited to, portrait photographs and possibly informal or group photos; students may be identified by their first and last name.
- o Other School Publications - including, but not limited to, student publications, publications to market and advertise the school, etc.; students may be identified by their first and last name.
- o Outside Publications - including but not limited to the St. Francis de Sales Church Bulletin, local newspapers, etc., where students may be identified by first and last name.
- o School Website - including, but not limited to, main pages, class pages, or special event pages; students may be identified by their first name only.
- o Social Media - including but not limited to the School or Parish Facebook accounts.

If you do not want to participate in any of these photo opportunities, please notify the school office in writing (via the Photography and Video Consent form, writing no and signing the note section) that you request that photographs and/or video of your child not be used.

PHYSICAL EDUCATION

Physical Education is a state requirement for all students, unless excused by a written request from the family physician. Parents may occasionally request a 1- or 2-day excuse from physical education class with a written note. Physical education classes will be offered to all students in grades K to 8 twice a week.

Each student should have an extra pair of athletic shoes for physical education. Students in grades 5th through 8th must wear the school PE uniform.

PLAYGROUND AND RECESS RULES AND EXPECTATIONS

Our recess is a time for play and social interaction. Please follow these guidelines so everyone has an opportunity to enjoy this break during the school day.

Remember the "Golden Rule:" *"Do unto others as you would have others do unto you."* Matthew 7:12

Rules and expectations

- o Be kind, ask someone playing alone to join you.
- o If someone is hurt, report it to the supervisor.
- o Children should practice resolving differences of opinion peacefully and involve the supervisor on recess duty only if a resolution cannot be reached.
- o Students will show respect for one another; no abusive, derogatory language, taunting, cruel teasing, or un-Christian-like behavior is allowed.

- o Students are to stay in the playground designated areas only. If, for any reason, you need to leave the designated area, you must obtain permission from a playground supervisor.
- o Stay off the hill.
- o The first bell rings, line up. The second bell rings, button up.
- o No inappropriate or rough play. Rocks, sticks, or objects that can cause harm must stay on the ground. No dodgeball!
- o No food, drinks, school textbooks, or technology devices are allowed on the playground, including toys brought from home.

Playground equipment behavior expectations:

- o Use equipment as intended
- o No climbing on top of the slides or climbing up the slides
- o No climbing on top of the monkey bars
- o No playground equipment on the playground area

Winter Seasonal Reminders:

- o Students may only play on flat ground during recess.
- o Students are not allowed to climb on snow piles.
- o Students must keep their hands and feet to themselves.
- o Snow stays on the ground; snow or ice throwing is never allowed.
- o Please use extra effort to keep the hallway “picked up” with all the extra gear the students are bringing.

All children are expected to be outdoors during their scheduled recess, weather and temperature permitting. If a child is well enough to attend school, they are also well enough to play outdoors. There is no supervision for students to stay inside during regular outside recess.

Students will stay inside for recess during inclement weather, when the temperature outside is less than 16° and/or the wind chill is 0° or below. The principal will decide whether recess will be held indoors or outdoors. If recess is held indoors, children will participate in supervised indoor activities.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited daily over the Public Address system by all students. We are proud to display the American Flag in every classroom at our school. Our school will participate when State or Federal Government Officials determine that the flag should be flown at half-staff.

PROBATION, SUSPENSION, EXPULSION, AND APPEAL

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 their privileges and rights of program attendance.

Such action may be of three kinds:

1. Probation – A conditional enrollment during a trial period.
2. Suspension – A temporary termination of enrollment until stipulated conditions are met. There are two types of suspensions:
 - a. In-School Suspension
 - b. Out-of-School Suspension
3. Expulsion – A termination of enrollment permanently or for an extended period.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

Action taken to suspend or expel students must be preceded by internal school procedures and supported by defensible records.

The final decision to expel a student is determined in collaboration with the school pastor.

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

- o Possession or use of weapons, "look-alike" weapons, or any object deemed potentially harmful to others
- o Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- o Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- o Vandalism
- o Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- o Bullying, cyberbullying, 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 intimidating messages
- o Hazing or hazing-type initiations
- o Any severe or inappropriate conduct on school premises or at school-related activities that endangers the life or safety of another
- o A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes that would enable the student to prosper from the instruction available

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

Probation

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

All students new to a school are considered on probation for a minimum of one semester.

Suspension

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

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

- o An investigation by school officials is conducted before any suspension
- o 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.
- o 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 their 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.
- o A notification to the parent before sending a student home from school
- o 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 viewed 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. A severe single offense may also be cause for expulsion.

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

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

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take

place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- o The Expulsion Hearing Committee should be composed of three (3) to five (5) people. The committee composition should ensure objectivity to the greatest degree possible.
 - Parish-sponsored school: members may include current or former parish trustees or council (pastoral and/or finance) members; parents of former students; or at-large parishioners. Current members of the School Advisory Commission, members of School Advisory Commission committees, or parents of current students are not allowed to serve on the Expulsion Hearing Committee.
- o The Expulsion Hearing Committee is chaired by a committee member who may be appointed by the pastor or chief school administrator (president or principal) or discerned by the committee members.
 - A school may hire an individual to preside over the Expulsion Hearing. This person may, but is not required to, be a voting member of the Expulsion Hearing Committee. The school is responsible for any expenses related to the hiring of this individual.
- o An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- o For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and their parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- o The following is required to be present for the entirety of the Expulsion Hearing:
 - Parish-sponsored school: the pastor/parish director must be presentEach of the above may be present during the discussion of the Expulsion Hearing Committee to decide upon their recommendation.
- o The school officials (e.g., elementary school principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- o The student who is the subject of the hearing and their parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- o Committee members can ask clarifying questions at the end of each presentation. Representatives of the two sides are not to interrupt each other during their respective presentations.
- o 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.
- o The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- o The pastor at the elementary level has the final responsibility for the decision to expel or not.
- o The family of the student is informed of the final decision within 24 hours. The letter will detail the final action and will be signed by the pastor and principal. 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 withdraw the student before the deadline provided in the final decision letter. Withdrawal must

be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal

The student or their parent or legal guardian may, within five (5) school days following the notification of the expulsion, appeal the decision to the pastor in writing with a rationale for the appeal. The pastor/parish director or network/school president will review the hearing procedures to determine whether Archdiocesan and local school policy was followed. If procedures were not followed, the pastor/parish director or network/school president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to Suspension and Expulsion:

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

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

RELATIONSHIP TO PARISH AND ARCHDIOCESE

St. Francis de Sales Parish School is a Catholic School in the Archdiocese of Milwaukee School System. St. Francis de Sales is supported by and ministered to by St. Francis de Sales Parish. All parish families receive a subsidy to attend St. Francis de Sales Parish School as a result of their membership in the parish. All parish families are encouraged to financially support St. Francis de Sales Parish to the extent they are able.

In light of Vatican II, Church documents, and the mission of the Archdiocese, the Office for Schools, Child and Youth Ministries assists Catholic schools and parishes within the Archdiocese in designing, implementing, and evaluating high-quality programs.

The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum and instruction, planning, program development, and evaluation.

REPORT CARDS

Report Cards are issued at the end of each quarter, and progress updates are issued at the midpoint of the quarter. Student progress will be continuously evaluated through a variety of procedures, instruments, and observations, taking into account individual differences among students at all times. Parent conferences are scheduled twice a year to meet and discuss a child's ongoing progress.

Grading is a means of reporting student progress and must be based on specific data gained from a variety of assessment techniques. Grading of students should be personalized, with an emphasis on recognizing each child's individual worth and dignity.

Children's learning is too complex to be reduced to a simple letter grade. When used correctly, grades provide vital information to students, parents, and other interested persons that enhances both teaching and learning. Grading helps identify what learning standards have been attained and where additional work is needed. The goal is to provide a comprehensive picture of the whole child, encompassing both academic skills and knowledge, as well as non-academic areas such as effort and behavior.

A standards-based reporting system provides a more accurate indication of academic progress. It is designed to present information so that intervention or enrichment strategies can be applied to help each child learn, while also honoring the dignity of each student as a child of God.

The Proficiency Scale indicates the level at which students can demonstrate an understanding and application of concepts and skills aligned with grade-level standards on the report card.

Students in 1st grade through 3rd grade earn Proficiency Grades of

	3 Proficient	● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
	2 Developing	● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning activities without assistance.
	1 Emerging	● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

Students in 4th through 8th grades will earn Proficiency Grades of



4
Advanced

- Student demonstrates understanding of concepts and skills extending beyond grade level standards.
- Student can independently complete self-directed studies.



3
Proficient

- Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.
- Student can complete assigned tasks independently.



2
Developing

- Student demonstrates partial understanding of grade level standards.
- Student can sometimes complete learning tasks without assistance.



1
Emerging

- Student needs more time to develop understanding of grade level standards.
- Student can complete learning activities with assistance.

Additionally, the Wisconsin State Standards and the Archdiocese of Milwaukee Exit Expectations for each curricular area are assessed throughout the year. The report card indicates how well the child is developing in each standard.

Success Indicators

Behavioral attributes and characteristics play a significant role in learning and are closely linked with academic progress and success. It is essential to consider work habits and behaviors on par with academic success. Reporting and teaching the behaviors and skills necessary for success and productivity as citizens grounded in the Catholic faith are a priority. They should, however, be reported separately. By including *Success Indicators* as a separate reporting category, teachers can provide more accurate information and communicate about matters such as behavior, participation, and responsibility without distorting a student's actual academic grades.

The Archdiocese of Milwaukee has identified three categories of *Success Indicators*: Student as Learner, Student as Citizen, and Student as Disciple. Under each category, we have included statements that clearly articulate the behaviors and skills students must learn and demonstrate to reach their full potential. These statements serve as the basis for conversations with students and parents, guiding them on identifying areas of strength and those in need of attention.

These *Success Indicators* were part of the 2021-2022 report card revision.

Student as a Learner:

- o Transitions effectively between activities.
- o Demonstrates persistence in learning tasks.
- o Collaborates effectively to achieve defined outcomes.

- o Accepts and applies constructive feedback.
- o Completes learning tasks efficiently and independently.
- o Engages in learning in various settings.
- o Sets goals and monitors progress.

Student as a Citizen:

- o Demonstrates respect for people and property.
- o Engages in active listening.
- o Demonstrates honesty.
- o Uses socially appropriate language.
- o Demonstrates empathy and kindness.
- o Practices appropriate conflict resolution skills.
- o Considers the impact of behavior on others.

Student as Disciple:

- o Demonstrates care for God's creation.
- o Demonstrates a spirit of selfless service.
- o Expresses forgiveness in word and action.
- o Manifests a willingness to grow in faith and share beliefs (Middle School only).

Standards-based grading and reporting are a set of teaching and reporting practices that communicate how a student is performing against a predetermined set of expectations. Students are graded on the development of skills and knowledge (what they know and can do) rather than their completion of tasks. The primary purpose of report cards and progress reports is to provide parents, teachers, and students with a clear picture of a child's academic progress and growth toward archdiocesan standards. Grades are determined by analyzing evidence of learning and achievement to assess the application of knowledge. Each student's work is measured against the standard, not against the performance of other students.

RETENTION POLICY

Retention of a student may be considered judiciously as a final option after considering the various factors that affect the student. The Archdiocesan guidelines and procedural steps for retention will be strictly observed.

The following guidelines are to be considered for the retention of students:

1. Chronological Age. The student who is in the younger half of the class is less likely to be penalized by adding a year to their academic life.
2. Intellectual Ability. The slow learning student (I.Q. 70/90) may achieve below grade level, and retention will not alleviate this discrepancy. In addition, the slow-learning student often drops out of school due to increased chronological age. The average or above-average student has a better chance of benefiting from retention.
3. Physical Size. The early maturing student, already larger than their peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
4. Present Grade Placement. Retention should normally occur during Pre-Kindergarten or Kindergarten. Retention beyond this point usually compounds the student's problems.

5. Siblings. Family difficulties often arise when siblings are placed in the same grade due to retention.
6. Peer Relationships. Retention may adversely affect the student's relationship within the community or neighborhood group with which they closely identify.
7. Group Decision. The Principal, school supportive personnel, parents, and classroom teacher should all be involved in a decision to retain the student.
8. Child's Attitude. Ideally, the student should be a partner in the group decision for retention or promotion. When students are part of the planning, a more favorable attitude usually results.
9. Parental involvement. When retention is being considered, parents are to be contacted several times during the year to be updated on the student's progress and needs.
10. A student should not be retained more than once during the elementary years.
11. The school must ascertain whether the retention will help or hinder the learning deficit.

Procedural Steps for Retention

Summarization of each procedural step should be retained in the administrative file and signed by those participating in the conference.

1. Procedural Step I (End of the first nine-week grading period)
 - a. Teachers should discuss the extreme learning difficulties exhibited by students with the Principal to develop a program for remedial action before considering retention.
2. Procedural Step II (End of second nine-week grading period)
 - a. The Principal, or the teacher with the principal's approval, should discuss the retention possibility with the parent.
 - i. Conferences with parents should include the reasons for the recommendation, as well as samples of the student's work, standardized test scores, and other relevant information.
 - ii. Conference objectives should aim toward a mutual decision between the parents and the school, recognizing that the final decision rests with the Principal.
3. Procedural Step III (May 1-15)
 - a. A conference will be held with the parents, the Principal, and the teacher to inform the parents of the school's final decision.

RIGHTS AND RESPONSIBILITIES OF PARENTS

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 sound 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.

Parent/Guardian Conduct

As partners in their children's education, parents/guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. If the partnership is no longer

viable in the principal's opinion, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to, harassment, verbal abuse, assault, or threats to the faculty, administration, staff, students, and volunteers of the school.

Parents or guardians who post defamatory or threatening statements about the school, staff, or students on social media can be required to remove the offensive material or withdraw their child(ren) from school.

SAFE ENVIRONMENT EDUCATION

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.

SCHOOL ACCREDITATION PROCESSES

Elementary schools shall be accredited through the Archdiocese of Milwaukee's Office for Schools and the Wisconsin Religious and Independent School Accreditation (WRISA). St. Francis de Sales Parish School participates in a planning and accreditation process.

St. Francis de Sales Parish School is fully accredited by the Archdiocese of Milwaukee's Office for Schools, Child & Youth, and WRISA, having demonstrated that specific standards have been met.

The standards of the Office for Schools reflect the requirements for Catholic Schools as stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, as well as the policies and rules for the Office for Schools, Child, and Youth Ministries, and the Wisconsin Department of Public Instruction.

SCHOOL DAY

- o School office hours are from 8:00 am to 4:00 pm.
- o Preschool classes begin at 8:30 am and end at 11:30 am, unless students are enrolled in full-day classes, in which case dismissal is at 3:30 pm.
- o Kindergarten through 8th-grade classes begin at 8:30 am and end at 3:30 pm for students
- o 11:25 – 11:50 will be our first lunch period
- o 12:15 – 12:35 will be our second lunch period
- o The classroom teachers determine the schedule for afternoon recess for students.

SCHOOL LITURGIES & PRAYER SERVICES

Students will attend Mass twice a week, on Tuesdays and Thursdays, at 8:45 a.m. These masses are prepared and involve student participation. Parents are encouraged to attend whenever possible. The

school also holds monthly prayer services. Please refer to the school calendar for dates and times.

SCHOOL-AFFILIATED ORGANIZATIONS

A school-affiliated organization is any group of parishioners/school parents, or a group sponsored by parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separately from the parish/school. It is specifically sponsored by the parish/high school. All parish/school-affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Board. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Board or one of its commissions/committees.

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as school-affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus, or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Board is not an affiliated organization.

Affiliated organizations enjoy all of the benefits of the parish/school, including insurance coverage and tax-exempt status. Non-affiliated organizations do not enjoy those benefits.

Affiliated organizations must maintain a full accounting of their activities to the parish/school. In addition, affiliated organizations must provide financial reports to the Pastoral Council/School Board on a periodic basis as determined by each parish/school, but they must report at least annually for inclusion in the annual parish/school financial reports.

Affiliated organizations that maintain physical custody of funds must adhere to the internal control practices specified in the Parish Financial Management Manual.

The parish/school should determine the maximum balance that an affiliated organization can carry into a new Fiscal Year, as well as the maximum amount that can be held in the operating fund throughout the year. Funds above that amount should be transferred to the parish/school general fund or a parish/school designated fund.

Each parish/school should determine whether any affiliated organizations may maintain separate checking and savings accounts.

When an organization maintains its own bank and investment accounts, the original statements must be mailed to the parish/school mailing address. The pastor/principal must be a signer on all accounts. However, they may delegate the actual signing of checks to officers of the organization. Two original signatures are required on all checks.

Home and School Association

The Home and School Association is an organization comprised of parents formed to provide support to

the school. The main functions of the Home and School Association are to:

- o Promote effective communication and cooperation between parents and teachers.
- o Provide well-planned programs of information and interest to parents.
- o Create a greater appreciation of Catholic Education.
- o Promote cooperation between all approved Archdiocesan organizations working to advance Catholic Education.
- o Organize and support appropriate fundraising activities.

Every parent of our parish school students is a member of this organization. Home and School officers are elected to their positions every two years by the members of the association.

Meetings are held monthly and take place in the 5th-grade classroom unless otherwise noted. Meetings are open to the public. Please check the school calendar and Tuesday's email for up-to-date information.

School Advisory Commission

The School Advisory Commission is a group of discerned parishioners dedicated to the welfare and promotion of our school. Their function is to serve as an advisory board to the school principal and pastor, guiding the operation and management of St. Francis de Sales School. They assist with policy development, identifying and articulating goals and objectives of the parish school community, budget planning, and public relations.

Meetings are held monthly and take place in the Parish Center. Meetings are open to the public. Please check the school calendar and Tuesday's email for up-to-date information.

SCHOOL PICTURES

A professional photographer will take pictures of every student for our school yearbook early in the fall of the school year. Parents will be able to view a preliminary proof of the pictures before deciding whether to purchase them. Parents are not required to buy school pictures. Picture retakes will take place in the fall.

SCHOOL RECORDS

A cumulative record for each student is kept on file in the school office. These are permanent records that include the following information: scholastic records from Grades K-8; results of standardized tests; results from any psychological tests; attendance and tardiness records; personality and social ratings; health records; promotion and retention records; and any other relevant information. Parents may review their child's records by appointment only.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is initiated, and the student's history throughout the school system is documented within it.

After a student has graduated or terminated their education, the permanent record will be maintained for 65 years. Thereafter, the permanent records may be offered to the parish for archival purposes.

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

St. Francis de Sales Parish School will follow the guidelines of the State of Wisconsin and the Archdiocese of Milwaukee regarding the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parent/guardian of a minor student may have full access to and the right to challenge the accuracy of data collected. If the parent or guardian disagrees, they may add a written statement of disagreement to the file. No one but school personnel, adult students, and the parent or guardian of a minor student shall have access to student records without a subpoena or written permission from the parent or guardian.

Transfer of Student Records

If a family plans to move from the school, the parents are to notify the principal before the actual move. The same procedure applies to parents withdrawing students for other reasons. Records can be prepared for transmission to the receiving school upon request.

It shall be the responsibility of the principal to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- o A written request from the student's parent or guardian stating that they intend to enroll the student in another school or district.
- o A written request signed by a parent/guardian from the school or district in which the pupil has enrolled.
- o A court document stating that the pupil has been placed in a secured correctional facility, child care institution, or group home.
- o All psychological testing results will only be released after receipt of the signature of the parent or legal guardian.

The following Student Records must be sent to the receiving school:

- o Copy of Archdiocese of Milwaukee Cumulative Record
- o Copy of the last student's Report Card
- o Copy of Immunization Record

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

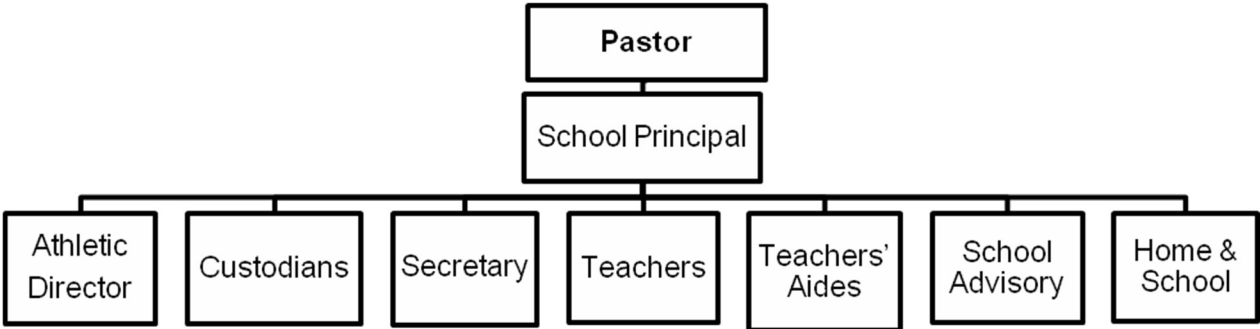
Schools participating in the Choice program are required by state law to send student records to another school or district within one (1) working day of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school.

All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students.

SCHOOL STAFF ORGANIZATIONAL CHART

The school staff is the administrative group of the parish school, and the reporting relationships are illustrated in the chart below.

The school principal is responsible for setting the direction, formulating policy, and monitoring and evaluating activities aimed at accomplishing the school's goals. The principal, in turn, is accountable and reports to the pastor of the parish.



SCHOOLS AS WEAPON-FREE ZONES

All schools will be maintained as weapon-free zones to protect the safety of students, staff, and visitors, as mandated by 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 on school property, in school vehicles, or at any school-related event. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed while performing their duties.

Any person violating this policy shall be reported immediately 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 or guardians of any student who has a weapon and advise them of pending disciplinary action.

SCHOOL WELLNESS POLICY

School Nutrition Guidelines

Nutrition influences a child’s development, health, well-being, and potential for learning. To enable

students to participate fully in the educational process, they must attend school with minds and bodies prepared to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and promote positive nutrition messages and healthy food choices.

The policy of St. Francis de Sales School is to:

1. Provide a positive environment and appropriate knowledge regarding food.
 - a. Ensure that all students have access to healthy food choices during school and at school functions.
 - b. Provide a pleasant eating environment for students and staff.
 - c. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
 - d. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as part of a class or student incentive program, staff and students are encouraged to make healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
 - a. Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch and breakfast programs.
5. Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on: Reducing access to non-nutritional foods and educating students about healthy foods.
 - a. The Principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

Nutrition Education

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills, enabling them to make informed choices about healthy eating and physical activity. St. Francis de Sales School will provide nutrition education that is appropriate for and reflects students' cultures, is integrated into subjects such as math and reading, and provides opportunities for students to practice skills and have fun. St. Francis de Sales Parish School will also select educational curricula that are easy to teach and promote lifelong healthy eating habits.

The key elements of the St. Francis de Sales Parish School's nutrition education policy are that:

- o Students receive interactive nutrition education that teaches the skills necessary to adopt healthy eating behaviors.
- o Nutrition education is offered in both the school lunchroom and the classroom, with coordination between the food service staff and teachers.
- o Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, the community, and the media.
- o Health education curriculum standards and guidelines include both nutrition and physical education.

- o Nutrition is integrated into the health education and other core curricula (e.g., math, science, language arts).
- o St. Francis de Sales Parish School will link nutrition education activities with the school health program.
- o Staff who provide nutrition education have appropriate training.

Physical Activity

The primary goals for St. Francis de Sales Parish School's physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and long-term benefits of a physically active and healthful lifestyle. The key elements of the St. Francis de Sales Parish School's physical activity policy are that:

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

Other School-Based Activities

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

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

1. The school provides a clean, safe, enjoyable meal environment for students.
2. The school provides sufficient space and serving areas to ensure that all students have access to school meals with minimal wait time.
3. The school provides water refill stations, allowing students to access water throughout the day, including during meals.
4. The school encourages all students to participate in the school meals program and protects the identities of students who receive free and reduced-price meals.
5. The school encourages fundraising efforts that support healthy eating.
6. The school provides opportunities for ongoing professional training and development for food service staff and teachers in the areas of nutrition and physical education.
7. The school makes an effort to keep physical activity facilities open for use by students outside of school hours.
8. The school encourages parents, teachers, administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
9. The school encourages and provides opportunities for students, teachers, and community

volunteers to practice healthy eating and serve as role models in school dining areas.

An annual assessment will be conducted.

SEARCH AND SEIZURE

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 during routine cleaning or maintenance, or in the event of an emergency, they will be confiscated. 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.

Any illegal or contraband materials found during a search must 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 PROGRAM

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning.

Schools will employ a system of integrated assessment that includes:

- o Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- o Ongoing summative assessments at the classroom level measure student mastery of content standards and extend the practice of responsive instruction for each student.
- o Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- o Standardized summative assessment to direct ongoing school improvement.

To be fully accredited, all schools must administer standardized assessments as required by the Office for Schools and/or as legally mandated by the Wisconsin Parental Choice Program. The principal reports the results of the testing to staff, parents, students, and school representatives on an annual basis.

The standardized testing program in the Archdiocese of Milwaukee will include the following assessments, which are required to be administered in all elementary schools:

- o All students in 3rd through 8th grades will be administered the Iowa Test of Basic Skills (ITBS) during the spring of every school year.
- o All students in 3rd, 5th, and 7th grades may be administered the Cognitive Abilities Test in conjunction with the ITBS during the spring of every school year.
- o All students in 3rd, 5th, and 7th grades will be administered the Archdiocese of Milwaukee's Religion Assessment during the spring testing period.

- o St. Francis de Sales Parish School will administer some form of assessment to identify the achievement level and specific needs of incoming students.

Achievement tests may be administered to all new students in 1st through 8th grades.

Students will participate in STAR reading and math testing three times a year. STAR enables teachers to make curriculum adjustments and individualize student plans.

STUDENT ACADEMIC PROGRESS

The progress of each student toward goals adopted by the school will be a central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth, including age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors that influence these dimensions.

Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual. Student progress will be evaluated continuously through a variety of procedures, instruments, and observations, always taking into account individual differences among students.

Standardized test instruments and various other techniques used to measure the achievement of a group of students for program evaluation should not be used in the formal assessment of individual student progress. Diagnostic testing is done 3 times a year to identify ongoing progress and challenges.

STUDENT ASSESSMENT

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning.

Schools will employ a system of integrated assessment that includes:

- o Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- o Ongoing summative assessments at the classroom level measure student mastery of content standards and extend the practice of responsive instruction for each student.
- o Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.

The students are assessed on their daily work, projects, reports, Chapter and Unit Tests, and Standardized Tests (ITBS and STAR).

School Grading Practices

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- o Assessment and grading are ongoing processes that guide continuous learning.
- o Grading should be standards-based and reflect what students know and can do.
- o Grading should be transparent and promote common understanding between

- students, parents, teachers, and schools.
- o Grading should support a growth mindset.
- o Grading should only reflect student achievement.
- o The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

STUDENT ATHLETICS/ACTIVITIES

Philosophy

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The goals of athletic competition are sportsmanship, leadership, and team play, which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but also to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. It is suggested that pastors/principals confirm/approve all candidates to the local athletic boards before elections/appointments take place.

General Regulations

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This policy includes practice sessions.
2. An elementary student who attends a Catholic School that offers athletics is only eligible to play for their school team and is not eligible to participate in another parish-based team.
3. An elementary student who participates in the religious education program at their parish, and the parish offers athletics, is only eligible to play for their parish team and is not eligible to participate in another school or parish-based team.
4. No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts, and scrimmages, involving elementary school and parish teams, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, or during the Easter Triduum.
5. The following sports are regulated by the Archdiocese in their regular season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, Volleyball, and Futsal.
6. The sports seasons are defined as follows:
 - a. Fall season
 - i. Football, Soccer, Futsal, Volleyball, and Cheerleading.
 - ii. Conference games will not begin before Labor Day.
 - b. Winter season

- i. Basketball, Volleyball, and Cheerleading.
 - ii. Conference games will not begin before Thanksgiving.
- c. Spring season
 - i. Soccer, Futsal, Baseball, Softball, and Track.
 - ii. Follows the winter season and runs until the end of the school year.
- 7. All practices and games (independent, league, and tournament) must take place during the defined sport season per the Archdiocesan Sports Standardized Schedule.
- 8. This policy prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams to continue play outside the defined sports season. This policy includes any organized activity such as practices, drills, scrimmages, games, etc.
- 9. A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan-sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This policy means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment. A non-archdiocesan team may be coached by the same person(s) who will be coaching the team in an archdiocesan league or tournament, provided that no more than three (3) players from said team are on the team roster. If four (4) or more players are on the roster, the team may not be coached by the person(s) who will be coaching the team in an Archdiocesan league or tournament. These prohibitions extend to all grade levels.
- 10. All programs/teams may only participate in archdiocesan-approved leagues, tournaments, or competitions. A waiver to participate in any other game or competition must be requested in writing to the Office for Schools. No program/team may move from one league to another without the approval of the Archdiocese of Milwaukee Office for Schools.
- 11. The Sportsmanship Pledge must be displayed at all athletic venues connected to the Archdiocese.

Parent & Guardian Expectations

The Catholic Church recognizes and acknowledges the role of parents as 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 sound 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.

All parents and/or legal guardians are required to sign the *Parent/Guardian Sportsmanship Pledge* as an acknowledgment that they pledge to:

- o Display Christian behavior at all practices and games
- o Represent their parish and/or school to the very best of their ability
- o Be positive role models for players, coaches, and spectators

- o Provide encouragement and support for players and coaches
- o Refrain from profanity, racial or ethnic comments, harassment, or taunting of players, opponents, coaches, officials, and spectators
- o Promote good sportsmanship in their son/daughter
- o Take responsibility for their actions
- o Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

Athletic Programs

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. Athletic revenue includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income.

1. Competitive athletic programs are to be limited to students in 5th, 6th, 7th, and 8th grades.
2. A student is eligible only to compete for four (4) years, one (1) year at each of their grade level in school.
3. Students must play at their own grade level, unless classes are combined to form one (1) team.
4. Team members must meet the following age requirements as of September 1st:
 - a. 5th grade: Under 12 years
 - b. 6th grade: Under 13 years
 - c. 7th grade: Under 14 years
 - d. 8th grade: Under 15 years

An athletic program may be structured in one of three ways:

1. School-based
 - a. Only registered students of a single school may participate in the school's sponsored athletic teams.
2. School Network-based
 - a. Only registered students of the network's individual school may participate in the network's sponsored athletic teams.
 - b. The network must develop and publish a policy and process for determining which network-sponsored team an individual student would participate in.
3. Parish-based
 - a. Only registered students who are in the parish-sponsored school or the parish religious education program may participate in the parish's sponsored athletic teams.

Cluster parish partners may combine athletic programs following the guidelines listed in the Archdiocese of Milwaukee Parish and School Policy Manual.

Supervision of Athletic Programs

- o School-based
 - The principal or their designee is responsible for oversight of all extracurricular or co-curricular activities the school sponsors. The principal may delegate supervision of the

athletic program to a designated athletic director, but the principal retains the ultimate responsibility for supervision of the program.

Local Athletic Boards

Each school shall establish a local athletic board with appropriate bylaws and defined policies, procedures, and responsibilities to allow for efficient functioning.

The board shall have a minimum of three elected/discerned members:

- Chair
- Treasurer
- Secretary

When boards exist in multi-parish/school situations, each participating parish/school shall have at least one representative.

Student Eligibility

A student may be eligible to play on a parish/school-based team if the following criteria are met:

- The student is enrolled in good standing at the school
- The student is enrolled in good standing in the parish's religious education program
 - The parent/guardian is a registered member of the sponsoring parish
- The student is in a parish-approved, home-based catechetical program
 - The parent/guardian is a registered member of the sponsoring parish

Eligibility requirements for participation apply equally to students in the parish school, the religious education program, and a parish-approved home-based catechetical program. Eligibility to participate shall be determined at the local level by the appropriate administrators and committee, and include the following criteria:

- Academic performance: should be based on multiple factors, and not a single criterion
- Attendance at school and/or religious education classes
- Conduct at school and/or religious education classes

These criteria apply regardless of whether the student attends a Catholic school or a public school. The written criteria and process for determining eligibility shall be published in the parent/student handbook and other forms of communication.

A student who attends a Catholic School that offers athletics is eligible to play for their school team and is not eligible to participate in another parish-based team.

A student, with school/parish and parent permission, may participate in more than one school/parish-sponsored sport in the same season. If a school/parish allows this for one student, it must allow this for all students. It must also develop local guidelines to resolve scheduling conflicts (practices and games) between the multiple sports.

A student/athlete may participate with non-archdiocesan teams in the same sport during the season, provided that the student's priority and commitment are with the parish/school team and the student

maintains the eligibility requirements established by the school administration and published in local policy. School teams playing in archdiocesan leagues are considered archdiocesan teams.

A student must participate in at least four (4) separate practices on four (4) separate days before the first competitive event (game/match/meet). The fourth practice may be a scrimmage involving another Archdiocesan-approved school.

No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This policy includes practice sessions.

A student must be in attendance at their school or religious education class for the whole day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class is in session. The school principal or religious education director may excuse a student from this requirement.

A team's entire competitive season must be completed before any member of that team may begin participation in another sport. This restriction applies to practices as well as games or matches. Example: A player participating with the football or soccer team must complete the entire football or soccer season before participating in any practices, games, matches, scrimmages, etc., for another sport, such as basketball or volleyball.

Physical Examination Requirement

No student may participate in any phase of a parish/school-sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year. Example: A physical taken on April 1, 2020, is valid for the 2020-2021 and 2021-2022 school years. A physical taken on March 30, 2020, is valid for the remainder of the 2019-2020 school year and the 2020-2021 school year.

Insurance

Student accident insurance is required for all students who participate in competitive school athletic programs and may be made available to parents voluntarily at the beginning of each school year. One of the following is required:

- o Student accident insurance
- o A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family. This information will become part of the student's school file.

Forms Required

All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games:

- o Medical Information & Emergency Consent: [Form 6145.2 \(a\)](#)
- o Parent's Risk Acknowledgement and Consent: [Form 6145.2 \(b\)](#)
- o Student Physical Examination: [Form 6145.2 \(c\)](#)
- o Student Athlete and Parent/Guardian Sportsmanship Pledges, [Form 6145.2 \(k\)](#), [Form 6145.2 \(l\)](#)

- o Concussion Acknowledgement: [Form 6145.2 \(i\)](#)

STUDENT ACCELERATION

Acceleration may be granted in exceptional cases upon the recommendation of the teachers and principal and with the approval of parents. Any arrangements for acceleration are made on a trial basis for a mutually agreed-upon period before becoming permanent.

STUDENT REFERRAL PROCESS

At times, students may require testing to help identify difficulties they are experiencing with the learning process. They will follow the Response to Intervention (RTI) process. It is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their learning rate. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student responses to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. The referral process used here at St. Francis de Sales can be initiated by a concerned parent, teacher, or supportive consultant. Referral should be made to the principal. Parental permission for testing must then be obtained. If the student appears to require further testing, a referral will be made to the Lake Geneva Public School District. Upon completion of the testing, a multidisciplinary team meeting will be held with the parents to discuss the test results and identify teaching strategies to be used, as well as develop a Service Plan to be followed from that point forward.

STUDENTS WITH EXCEPTIONAL NEEDS

Not all Catholic schools in the Archdiocese of Milwaukee can offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment in the Catholic school, the school shall inquire whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Education Act (IDEA).

The 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 eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Whenever the local plan for identifying and intervening with special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services.

Archdiocesan parishes should offer religious education programs for persons with Exceptional

Educational Needs and/or other Special Needs.

The instructional programs related to religious education may be best served through networking, collaboration, and/or clustering with other parishes.

SUICIDE PREVENTION & AWARENESS

When any school staff member has reason to believe, either by direct knowledge or a report from another person, that a student is in any danger of harming themselves 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 reported to Child Protective Services.

SUPPLIES

Children are expected to have all necessary supplies in the classroom. Supply lists for each class are available on the teacher's website, the school website, Option C, and in the school office.

TRANSPORTATION

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

- o 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.
- o The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
- o Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
- o Parents must be alerted to the liability they assume in providing transportation for students other than their own.
- o Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business.

However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.

- o 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. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
- o The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
- o Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
- o Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair their ability to drive the vehicle safely.
- o 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 parish. [The Employee/Volunteer Driver Information Sheet](#) should be completed for each driver and kept in the parish files. This requirement is essential for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
- o Drivers must complete the online video, "*Be Smart – Drive Safe,*" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This requirement applies to new drivers and drivers engaging in the three-year re-approval process.
- o Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, *Church Transportation – Is It Necessary, and Ministry-Based*.
- o Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
- o Passengers must be belted and/or in booster seats as prescribed by law.
- o Drivers transporting children must meet Safe Environment protocols.

TELEPHONE CALLS

Students are generally not allowed to use telephones or cell phones in school, except with the permission of teachers or office personnel. Emergency messages from parents and guardians will be relayed to students. Students **will not** be called out of class to answer the phone.

TUITION

We want to share a bit of the success that St. Francis de Sales Parish School is experiencing. For the past several years, our 8th-grade graduates have consistently scored above the local and national averages in their placement exams for the high school level. Our emphasis is on the basics, the smaller classes, Catholic models, and excellent teachers, which all lend a hand in this end result.

Each spring, a significant amount of time and effort goes into preparing an acceptable budget for our parish school. This budget enables us to continue our existing programs, add new ones, and still keep expenditures under control. One of the reasons St. Francis de Sales Parish School thrives is because of the strong support from our parents in fundraising efforts, the dedication of our volunteers in various

programs, and the ongoing support of the Parish.

The per-pupil cost for the coming year is over \$10,000. We cannot charge that amount for tuition. We strive to keep our tuition within a moderate range and have instituted an "Angel Fund" program for those who value a quality education but require financial assistance. We need your cooperation in maintaining the high quality of education. The Tuition Contract is part of your commitment to continue that standard. We continue to rely on our parish and fundraisers to help us maintain our budget. We encourage any donation to assist us in aligning our school budget. All parents are required to complete a Tuition Contract before the start of the new school year.

Tax Deduction for Tuition Expenses

Tuition expenses paid by a parent/guardian for a dependent child at a private K-12 school are eligible for a tax deduction in the State of Wisconsin, but do not qualify for a federal tax deduction. A person may claim the deduction for payments made toward a pupil’s tuition and mandatory book fees up to the amount allowed under current law. If the child receives a scholarship or financial assistance from the parish/school, the taxpayer can only claim the expenses they have actually paid. Tuition does not include amounts paid with a voucher or any amounts paid out as a separate charge, such as supplies, registration, extracurricular fees, meals, etc. See the State of Wisconsin Department of Revenue Private School Tuition for more information: DOR Private School Tuition (wi.gov).

A parish/school shall not set an expected minimal level of financial contribution to the church to be considered an "active" or "supportive" parishioner. These required contributions would not be considered as deductible according to the tax code. [Wis. Stat s.71.05\(6\)\(b\)\(49\)](#)

2025-26 TUITION SCHEDULES

Registration Fee (Non-Refundable): \$100 per student

	Parishioner	Non-Parishioner
1 Child in the Family	\$4,375	\$4,950
2 Children in the Family	\$7,950	\$9,575
3 Children in the Family	\$10,575	Additional siblings will be \$4,200 each
4 Children in the Family	\$11,575	Additional siblings will be \$4,200 each

PK tuition is based on the program chosen, either five (5) full days or five (5) half days.

If at any time you are unable to meet your obligations, for whatever reason, please notify the Pastor and principal. Your children may be denied enrollment if you fail to meet your tuition agreement obligations, unless written arrangements are made with the Pastor and principal.

TUITION PAYMENT POLICIES

It is the responsibility of the parents and/or guardians to pay the school tuition and fees on time as

chosen at registration. If the parent and/or guardian fail to make payments, the following steps will be taken to ensure the payment of tuition and fees:

1. At the end of the 1st academic quarter, parents or guardians who fail to meet financial obligations will be sent a letter from the principal and/or the Tuition Committee requesting payment of tuition and fees.
2. At the end of the 1st academic semester/2nd academic quarter, parents or guardians who fail to meet financial obligations will be sent a letter from the principal and/or the Tuition Committee requesting payment of tuition and fees.
3. If the parents or guardians have failed to demonstrate sufficient good faith in attempting to meet their financial obligations, they may be required to withdraw their child(ren) from the school. The student would be allowed to complete all outstanding 1st academic semester work before terminating enrollment due to non-payment of tuition and fees. The Pastor will decide.
4. The Parish may take further actions to collect the tuition and fees. Those actions may include, but are not limited to:
 - a. The overdue amount may be submitted to a collections agency.
 - b. The overdue amount may be a case for Small Claims Court.

Tuition Refunds

For withdrawals made before the first day of school, a full tuition refund, less a \$100 registration fee per student, will be granted. With the beginning of the school year, tuition refunds, less a \$100 registration fee, will be given based on the following considerations:

1. Tuition payments for the previous year are paid in full.
2. The portion of payment defined as tuition will be refunded on the following basis:
 - a. For withdrawals on or before the start of the second quarter, 75% of the tuition will be refunded.
 - b. For withdrawals on or before the start of the third quarter, 50% of the tuition will be refunded.
 - c. For withdrawals on or before the start of the fourth quarter, 25% of the tuition will be refunded.
 - d. For withdrawals after the beginning of the fourth quarter, no refund will be given.
3. In extenuating circumstances, greater tuition refunds will be granted. Refunds will be at the discretion of the principal and the Pastor.

UNIFORM/DRESS CODE REQUIREMENTS

Philosophy

Dressing up for school reflects a positive image of our uniqueness and lends dignity to our most important task: achieving success for all students. It enables us to recognize the societal expectations regarding professional attire and distinguishes between work and recreational activities. A uniform or dress code also reduces competition in dress and eliminates distractions caused by appearance. A neat, clean appearance of the whole student body is a factor in creating the proper learning atmosphere, promoting dignity and sensitivity towards others.

The responsibility of dressing within the uniform or dress code lies with both parents and students. Students are expected to express their individuality spiritually, academically, artistically, and athletically,

not through their wardrobe, makeup, jewelry, or hairstyle.

The responsibility of checking for and reporting uniform or dress violations lies with each faculty member. The Principal has the responsibility to issue detentions for infractions of the uniform and dress code. The Principal has the final say in interpreting and enforcing the uniform policy and dress code. Modesty is always expected.

All garments of this uniform or dress code must be sized appropriately and worn.

Dress and/or personal appearances that are deemed to be disruptive to the learning environment will be addressed.

School uniforms are required for all children in 3K (3-Year-Old Kindergarten) through 8th grade. Our plaid school uniforms can be purchased from the Lands' End Uniform Catalog. School uniforms may be purchased elsewhere, provided they meet Uniform/Dress Code requirements.

School Spirit Wear with the SFdS logo is allowed – polos, track jackets, hoodies (except when we attend Mass), and vests. A collared shirt is required with all spirit wear when worn as part of the uniform.

The school supports scouting; therefore, proper scouting uniforms may be worn on the day of a meeting or other scouting or patriotic event. Scouting regulations apply. Small brand insignia is allowed on clothing, provided it is no larger than a quarter of an inch in diameter.

Uniform dress is expected on all school days, unless there is a special dress day, class reward, and/or other appropriate reason not to wear uniforms that the principal announces.

Jumpers/Skirts/ Skorts

- o St. Francis de Sales Uniform Plaid (Contact the school office for example) or Red, White, Navy Blue Jumper
- o Uniform Plaid, Navy Blue/Black Skirt/Skort.
- o No more than 5 inches above the knee
- o Tan/Khaki jumper or skirt/skort will be allowed for 6th, 7th, and 8th grades
- o Leggings must be worn under skirts, skorts, or jumpers, provided they are in solid school colors or black, extend down to the ankle, and have no lace at the ankle. Leggings may be worn from October 15th to April 15th.

Polo Dress

- o Navy Blue, Light Blue, Red, or Light Gray Polo Dress
- o No more than 5 inches above the knee
- o Leggings must be worn under polo dresses. They are solid school colors or black, extend down to the ankle, and have no lace at the ankle from October 15th to April 15th.

Pants/Slacks

- o Navy Blue or Black (or Tan for 6th, 7th, and 8th grades)
- o Material must be cotton or cotton /polyester, non-denim

- o 4 pockets or less (non–cargo)
- o All pants must be of a proper and modest fit
- o Pants/slacks must meet the ankle
- o Students’ pants or slacks must cover their undergarments at all times.

Blouses/Shirts

- o Solid color Red, White, Light Blue, Light Gray, or Navy Blue.
- o Must have collars, sleeves, and be tucked in
- o Undergarments must not be visible under a polo
- o All blouses/shirts must be of a proper and modest fit
- o Black polos or shirts are not permitted

Sweaters/Sweater Vests/Sweatshirts (with or without hoods)

- o Solid color Red, White, Light Blue, Light Gray, or Navy Blue.
- o A collared shirt must be worn with the above
- o Hooded items may not be worn to Mass
- o Black sweaters, vests, and sweatshirts are not permitted

Shoes/Socks

- o Dress shoes, tennis shoes, and sandals with backs and closed toes are permitted.
- o Shoes are to be clean and in good condition.
- o Laces must be tied and/or straps fastened.
- o For safety reasons, clogs, *Crocs*, and open-back styles are not permitted.

Shorts/Capris

- o Navy Blue or Black (or Tan for 6th, 7th, and 8th grades)
- o Material must be cotton or cotton /polyester, non-denim
- o 4 pockets or less (non–cargo)
- o All shorts/capris must be of a proper and modest fit
- o May be worn from October 15th to April 15th
- o Students’ shorts or capris must cover their underwear at all times.
- o The length of shorts must be no more than 5 inches above the knee.

Belts

- o Belts must be solid color only (black, brown, navy blue), plain, and adornment-free (belts with spikes, glitter, adornments, etc., are not allowed).
- o Belts should be worn when necessary or appropriate.
- o Belts and/or belt buckles should be standard size and material.
- o Belts must hang no lower than the waistband.

Make-up and Jewelry

- o Students must refrain from wearing makeup of any kind
- o Colored nail polish is allowed
- o Earrings with posts or small hoops (pencil diameter) are permitted.

- o A maximum of two (2) earrings per ear is allowed.
- o Earrings may only be worn on the ear.
- o For safety reasons, any jewelry not mentioned above is not permitted.

Hair

- o Hair must be kept clean, neat, and combed at all times.
- o Hair must be out of the student's face during the school day.
- o Hair must be of the student's natural color.
- o Severe styles, including shaved parts of the head, are not acceptable.
- o Parents are expected to cooperate with any reasonable haircut request made by the school.

Headgear

- o Headgear (hats, sunglasses, etc.) must be removed upon entering the building, unless for a special event or with the principal's permission.
- o Female students may wear a headband that is not distracting to the learning environment.

The principal will announce all dress-up, casual, and spirit days. Dress-up, casual, and spirit days will be held at the principal's discretion. On all special dress days, we will rely on parents to help their children exercise good judgment in choosing their attire.

On casual dress days, the students may dress casually. Undamaged denim pants or denim skirts are allowed on casual days. Leggings are not permitted on casual dress days, unless worn under a top of appropriate length. Clothing purchased by our Home and School, clubs, teams, or activities may be worn on casual days. All other blouses, shirts, pants, slacks, shorts, and skirts must meet these expectations. Students are expected to wear hats and gloves outside for recess when the weather is cold. When snow falls, you are expected to wear boots. If you want to play in the snow, you must wear snow pants and boots.

Disciplinary Action for Students Out of Dress/Uniform Expectations

1. The homeroom teacher will notify the parents of a student's first two uniform violations.
2. Parents will be called by either the principal or the secretary to inform them that their child is out of uniform and to bring the proper uniform clothes to school or change from the uniform closet on the student's third offense.
3. For the student's fourth offense, offenders will lose the opportunity to participate in a Dress-Up or Casual Day. Parents may be called in for a conference with the principal.

Students will be asked to change if a uniform or dress infraction occurs on a Mass day.

VACATIONS

Families should try to avoid vacations during school time. However, when family vacations do occur during the school year, notify the school principal and teacher(s) as soon as possible. Remember that lessons are sequential, and there is no substitute for daily contact and class participation. Students cannot complete homework weeks in advance. Vacations are considered unexcused absences, and

students may receive an incomplete for missed work.

VANDALISM

Vandalism comprises those acts that result in damage to parish or school property.

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

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.

VISITORS TO SCHOOL

To ensure the safety and well-being of students and staff, the principal or office staff shall regulate all visitors to their buildings and grounds.

All visitors to the school shall report to the school office upon entering and must receive authorization before visiting classrooms and other areas of the building. This requirement does not apply when visitors attend an athletic event or other school program in areas typically used for large group assemblies, such as gymnasiums and auditoriums, or when parents attend activities clearly for parent involvement, such as an open house or parent-teacher conferences. Parents are welcome to observe classroom activities during the school day. Please notify the school office at least one day in advance of your visit. The classroom teacher will confirm the date and time of your visit. Upon arrival at the school, all visitors must stop in the school office to sign in and out.

Visitor Expectations

- o Visitor badges are required for all non-school personnel.
- o Messages, articles, or other materials dropped off for students will be handled through the school office to minimize disruptions.
- o Parents are also required to schedule appointments with teachers at least 24 hours in advance via telephone, email, or in writing. Parents are not to stop by and talk with teachers during class time.
- o If you wish to have a child visitor observe your child's daily classes, please send a signed and dated written request at least two days in advance. Requests must include the date and time of visit and a statement that you will assume full responsibility for the visitor. Such visits are approved at the principal's discretion.
- o All visitors are expected to obey all school rules.
- o The school principal or other authorized school representative has the discretion to request that a visitor leave the school premises if they believe that the visitor's presence presents a danger to students, staff, or school property, or if their presence is disruptive to the operation of the school.

Law enforcement shall be called if persons refuse to comply.

- o Students may not bring guests unless the student's parent or legal guardian and an authorized school representative have granted permission to do so.
- o A student is never to be permitted to leave the school with anyone who is not clearly identified as their parent or an adult authorized in writing by the parent for this purpose.

VOLUNTEER REQUIREMENTS

The Archdiocese of Milwaukee is committed to maintaining safe environments for children to learn, pray, and grow. Our Safe Environment Office supports our parishes and schools, ensuring compliance with the Archdiocese of Milwaukee's Promise to Protect and Pledge to Heal.

Every priest, deacon, parish or school staff member, teacher, and lay minister who 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.
 - a. This in-person program is focused on preventing child abuse and maltreatment, and attendance is required. The current curriculum taught in this session is the Circle of Care, developed by the Archdiocese of Omaha.
2. Pass a Criminal Background Check.
 - a. This check is done at the start of employment or the beginning of volunteering with minors. It must be done every five (5) years subsequently. The criminal background check is conducted through the CMG Connect portal.
3. Sign the Code of Ethical Standards for Church Leaders.
 - a. This code of conduct provides volunteers and employees with expectations and guidelines for how they interact with and conduct themselves in ministry. This code must be signed before beginning volunteering or working in a parish or school and is reviewed every five (5) years subsequently.

As mandated by the Archdiocese of Milwaukee, all individuals who volunteer to work with our children, as well as our staff members at St. Francis de Sales Parish School, are required to complete the Safeguarding All God's Children Requirements. (For example - Visual Arts parents, Room parents, and parents that help at class parties or with class projects, chaperones for field trips, etc.) To sign up for a class, log on to cmgconnect.org. A background check will be run, and the Code of Ethics can be signed.

Transporting a student(s)

If you are transporting students on a field trip or for any school-related reason, the following must be completed.

1. Evidence of completing a Safeguarding All of God's Family class
2. Background check will be verified
3. The Be Smart-Drive Safe online defensive driving course must be completed. You can take this course by logging on to www.CMGconnect.org. It is an 18-minute video that must be completed every 3 years.
4. You will be able to create a user account, and the Archdiocese of Milwaukee/St. Francis de Sales Parish School will be able to confirm your training.

5. The Archdiocese of Milwaukee Volunteer Driver Information Sheet must be completed and returned every three (3) years.

WEAPON-FREE ZONES

All schools will be maintained as weapon-free zones for the protection of the safety of students, staff, and visitors, per 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 has a weapon and advise them of pending disciplinary action.

Schools shall publish this weapons policy in all school handbooks. It is recommended that a sign be posted on school property to provide appropriate notice of this ban on weapons.

It is strongly recommended that parishes without schools prohibit weapons in buildings used for child and youth programs.

APPENDIX

Staff Directory	p. 83
School Calendar	p. 84
Important Dates	p. 85
Acknowledgement of Receipt of Family - Student Handbook	p. 87

STAFF DIRECTORY

2025-26

3 Year Old Preschool	Laura Deane	lauradeane@sfdslg.org
4 Year Old Preschool	Amy Lovelace	amylovelace@sfdslg.org
Kindergarten	Audrey Klein	audreyklein@sfdslg.org
1 st grade	Lori Glass	loriglass@sfdslg.org
2 nd grade	Joanne Kayser	joannekayser@sfdslg.org
3 rd grade	Stacy Stelzer	staceystelzer@sfdslg.org
4 th grade	Linda Dickman	lindadickman@sfdslg.org
5 th grade	Lindsey Stowell	lindseystowell@sfdslg.org
6 th grade/M.S. Math & Sci	Ela Carrano	elacarrano@sfdslg.org
7 th grade/M.S. ELA	Jacob Hicks	jacobhicks@sfdslg.org
8 th grade/	Kim Vanderwerff	kimvanderwerff@sfdslg.org
Art/Elementary P.E.	Marcie Fain	marciefain@sfdslg.org
A.D./Middle School P.E.	Michael Deane	liturgy@sfdslg.org
Music	Sue Hrycyniak	suehrycyniak@sfdslg.org
Reading Support	Heather Patrick	heatherpatrick@sfdslg.org
RTI Support	Maureen Otten	maureenotten@sfdslg.org
Pastor	Fr. Ray Guthrie	guthrier@sfdslg.org
Maintenance	MaryAnn Martinsen	martinsenmaryann@gmail.com
Parish Office Manager	Mary Jo Pankau	maryjop@sfdslg.org
Registrar/School Office	Amanda Pechous	amandapechous@sfdslg.org
Facilities Manager	Jason Schmidt	jasonschmidt@sfdslg.org
Before & After Care	Annie Schulze Stewart	aftercare@sfdslg.org
Administrative Assistant	Traci Vavrina	tracivavrina@sfdslg.org
Tech Support	Daniel Von Rabenau	web@sfdslg.org
Principal	Dave Wieters	principal@sfdslg.org



SCHOOL CALENDAR

St. Francis de Sales Parish School Calendar 2025-26



SCHOOL:		PRINCIPAL:	
St. Francis de Sales Parish School		David Wieters	
ADDRESS:		CITY:	ZIP:
130 W. Main Street		Lake Geneva	53147

AUGUST '25					SEPTEMBER '25					OCTOBER '25					NOVEMBER '25				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31					
4					21					21					17				
DECEMBER '25					JANUARY '26					FEBRUARY '26					MARCH '26				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2	2	3	4	5	6	2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
29	30	31			26	27	28	29	30						30	31			
15					20					19					17				
APRIL '26					MAY '26					JUNE '26									
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F					
		1	2	3					1	1	2	3	4	5					
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12					
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19					
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26					
27	28	29	30		25	26	27	28	29	29	30								
20					20					5									

KEY: In-Service/No School First & Last Day of School Holiday or Vacation Student Instruction Days (Face-to-Face)
Early Release & Parent-Teacher Conferences Academic Quarter Ends Holy Day

First Quarter:	From:	August 25, 2025	To:	October 30, 2025	=	46 Instructional Days
Second Quarter:	From:	November 30, 2025	To:	January 16, 2026	=	42 Instructional Days
Third Quarter:	From:	January 19, 2026	To:	March 20, 2026	=	46 Instructional Days
Fourth Quarter:	From:	March 30, 2026	To:	June 5, 2026	=	45 Instructional Days

NUMBER OF INSTRUCTIONAL DAYS:

LENGTH OF INSTRUCTIONAL DAYS:

179	Student Instructional Days	8:30 am	Time Classes Begin
1,184	Student Instructional Hours (Minimum 1,137)	3:30 pm	Time Classes End

IMPORTANT DATES

New Teachers' Orientation	Monday, August 18, 2025
Teacher In-Service / No School	Monday, August 18, 2025 – Friday, August 22, 2025
<i>Ready, Set, Goal</i> – Parent / Student / Teacher Conferences	Thursday, August 21, 2025, from 1:20 pm – 8:00 pm
First Day for Students	Monday, August 25, 2025
No School	Friday, August 29, 2025
No School/Labor Day	Monday, September 1, 2025
Teacher In-Service / No School	Friday, October 10, 2025
End of 1 st Academic Quarter	Thursday, October 30, 2025
Halloween Party	Thursday, October 30, 2025
Teacher In-Service / No School	Friday, October 31, 2025
Early Release	Thursday, November 13, 2025 @ 1:00 pm
Parent / Student / Teacher Conferences	Thursday, November 13, 2025, from 1:20 pm – 8:00 pm
Thanksgiving Break / No School	Wednesday – Friday, November 26-28, 2025
<i>Feast of the Immaculate Conception</i>	Monday, December 8, 2025
<i>Feast of Our Lady of Guadalupe</i>	December 12, 2025
Christmas Concert	December 17, 2025 @ 6:30 pm
Christmas Vacation / No School	Monday, December 22, 2025 – Friday, January 2, 2026
School Resumes	Monday, January 5, 2026
End of 2 nd Academic Quarter	Friday, January 16, 2026
Catholic Schools Week	January 26-31, 2026
School Open House	Wednesday, January 28, 2026, from 5:30 pm to 7:30 pm
Early Release	Thursday, February 5, 2026 @ 1:00 pm
Parent / Student / Teacher Conferences	Thursday, February 5, 2026, from 1:20 pm – 8:00 pm
Teacher In-Service / No School	Friday, February 6, 2026
<i>Ash Wednesday</i>	Wednesday, February 18, 2026
Iowa Test of Basic Skills	March 2, 2026 – March 13, 2026
3 rd Academic Quarter Ends	Friday, March 20, 2026
Spring Break / No School	Monday, March 23, 2026 – Friday, March 27, 2026
<i>Good Friday</i> / No School	Friday, April 3, 2026
<i>Easter Monday</i> / No School / Teacher In-Service	Monday, April 6, 2026
8 th Grade Washington DC Trip	May 18 – 21, 2026
<i>Memorial Day</i> / No School	Monday, May 25, 2026
May Crowning	Thursday, May 28, 2026
4 th Academic Quarter Ends / Last Day of School / Early Release	Friday, June 5, 2026 @ 1:00 pm
8 th Grade Graduation	Saturday, June 6, 2026 @ 10:00 am
Teacher In-Service	Monday, June 8 - Wednesday, June 10, 2026
Parent Volunteer Association Meetings: 1 st Wednesday of the Month, September 2025 – May 2026 @ 3:45 pm	
School Advisory Committee Meetings: T.B.A.	

Revised 7-16-2025

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM



Dear St. Francis de Sales Parish School Families,

Our St. Francis de Sales Parish School Parent-Student Handbook is now available online at www.sfdslg.com/school. The Parent-Student Handbook is in PDF Format. You are asked to review the Parent-Student Handbook with your children. Students are responsible for knowing the handbook's contents, so please take the time to discuss any specific areas that may need their attention.

Parents are to sign the acknowledgment sheet below and return it to the school office by October 1, 2025. Your cooperation will help make the first days of school run more smoothly. If changes are made to the handbook throughout the year, you will be notified through the weekly email.

St. Francis de Sales Parish School's faculty and staff look forward to working with you and your child this coming school year.

Sincerely,

David Wieters
Principal

By signing below, I acknowledge receipt of the St. Francis de Sales Parish School Parent-Student Handbook, have reviewed its contents, and agree to support and uphold the expectations outlined. I also commit to staying informed through school communications, recognizing that by accepting enrollment, both parents and students share in the responsibility of supporting the education and formation of the children at St. Francis de Sales Parish School.

Family Name (Please print)

Parent Signature

Date