



ST. FRANCIS BORGIA
CATHOLIC SCHOOL

2020-2021

Parent and Student Handbook

“Enter to Learn. Go Forth to Serve Christ.”

1425 Covered Bridge Road
Cedarburg, WI 53012

Revised 8/27/2020

St. Francis Borgia Catholic School Calendar

2020-2021

August '20

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20

S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
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27	28	29	30			

October '20

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25	26	27	28	29	30	31

November '20

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29	30					

December '20

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20	21	22	23	24	25	26
27	28	29	30	31		

January '21

S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21

S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
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28						

March '21

S	M	T	W	Th	F	S
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28	29	30	31			

April '21

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May '21

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23	24	25	26	27	28	29
30	31					

June '21

S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21

S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 27: Meet Your Teacher Night

Aug 31: School Year Begins

Sept 7: Labor Day NS

Oct 8: Teachers Convention NS

Oct 9: Professional Dev. Day NS

Oct 22: Noon Dismissal / Evening Conferences

Oct 23: Day Conferences NS

Nov 24: End of Trimester

Nov 25-27: Thanksgiving Break NS

Dec 21 - Jan 1: Christmas Break NS School / Resume 1-4

Jan 18: Sustaining the Mission NS

Feb 12: Arch. In-service NS

Feb 13: Auction From the Heart

Feb 22: Professional Dev. Day NS

Mar 4: End of Trimester

Mar 5: Sustaining the Mission NS

Mar 18: Noon Dismissal / Evening Conferences

Mar 19: Day Conferences NS

Apr 1: Noon Dismissal Easter Break

Apr 2 - 9: Easter Break NS / Resume 4-12

May 7: Noon Dismissal

May 31: Memorial Day NS

June 4: 8th Grade Graduation

June 10: Last Day of School - Noon Dismissal

May 7, 2020 CSH

Conferences

Noon Dismissal

NS = No School

8/27	Meet Your Teacher 3K-8 th	1/18	<i>NO SCHOOL</i> – Sustaining the Mission
8/31	First Day of Classes 1st – 8th	2/4	An Evening in the Arts
8/31	3K, 4K, & 5K Parent Meeting 3K 6:00pm; 4K 6:30pm; 5K 7:00pm	2/12	<i>NO SCHOOL</i> – Arch. In-service Day
8/31	<i>5K Screening</i>	2/13	Auction from the Heart
9/1	<i>5K Screening</i>	2/22	<i>NO SCHOOL</i> – Professional Dev. Day
9/2	5K First Day of School		
8/31	<i>4K Screening</i>	3/4	2 nd Trimester Ends
9/1	<i>4K Screening</i>	3/5	<i>NO SCHOOL</i> – Sustaining the Mission
9/2	<i>4K Screening</i>		
9/3	4K First Day of School	3/18	<i>Noon Dismissal</i> – Evening Conferences
9/1	<i>3K Meet & Greet Classroom</i>	3/19	<i>NO SCHOOL</i> – Day Conferences
9/2	<i>3K Meet & Greet Classroom</i>		
9/3	3K First Day of School	4/1	<i>Noon Dismissal</i> – Easter Break Begins
9/7	<i>NO SCHOOL</i> – Labor Day		
10/8	<i>NO SCHOOL</i> - Teacher Convention	4/2 – 9	<i>NO SCHOOL</i> – Easter Break
10/9	<i>No SCHOOL</i> – Professional Development Day	4/12	School Resumes
10/17	Archdiocesan “Soles for Education” Walk	5/7	<i>Noon Dismissal</i>
10/22	<i>Noon Dismissal</i> - Evening Conferences	5/31	<i>NO SCHOOL</i> – Memorial Day
10/23	<i>NO SCHOOL</i> - Day Conferences	6/4	8 th Grade Graduation
11/24	1 st Trimester Ends	6/10	Last Day of School – <i>Noon Dismissal</i>
11/25 - 27	<i>NO SCHOOL</i> – Thanksgiving Break		
12/11	3K, 4K & 5K Christmas Concert		
12/16	Christmas Concert 1 st – 8 th		
12/21 – 1/1	<i>NO SCHOOL</i> – Christmas Break		
1/4	School Resumes		

2nd Grade Special Dates**First Reconciliation:**Parents Meeting- Nov. 11th & 12thReview Day – Jan. 7thFirst Reconciliation – Jan. 9th 11am or 1pm**First Eucharist:**Parents Meeting – Feb. 2nd & 3rdAfternoon of Reflection – March 6th, 13th & 20thFirst Eucharist- April 17th & 18th and 24th & 25th

2020-2021

SCHOOL FACULTY AND STAFF

Pastor	Fr. Patrick Burns
Principal	Mrs. Amy Royes
Leadership Team	Mrs. Mona Knopf Mrs. Sandy Rath Mrs. Beth Stecklein
Administrative Assistant	Mrs. Becca Lauria Mrs. Courtney Haggerty
Secretary	Mrs. Terri Zeddies
Marketing & Development	Mrs. Erika LaPean
3K	Mrs. Karin Kinzel
3K Aide	Mrs. Jennifer Murray
4K	Mrs. Clare Tenpenny
4K Aide AM	Mrs. Jill Gallogly
4K Aide PM	Mrs. Susan Knoelke
5K A	Mrs. Mona Knopf
5K A Aide	Mrs. Renetta Klumphyan
5K B	Mrs. Jennifer Bewalda
5K B Aide	Mrs. Nicole Monet
1A	Mrs. Sandy Rath
1B	Ms. Taylor Seidl
2A	Mrs. Barb Snell
2B	Mrs. Danielle Wilde
3A	Mr. Tyler Hiles
3B	Mrs. Melanie Parker
4A	Mrs. Susan Schreiner
4B	Mrs. Laurie Zahn
5A	Mrs. Ali Fisher
5B	Mrs. Suzanne Grabon

6A Homeroom
6th, 7th & 8th Gr. Religion

Ms. Faith Stecker

6B Homeroom
Upper School Science

Mr. Michael Collins

7A Homeroom
6th & 7th Gr. English
7th Gr. Reading

Mrs. Mary Beth Szymborski

7B Homeroom
Upper School Math
Algebra & Geometry

Mr. Bryan Klister

8A Homeroom
6th, 7th & 8th Gr. Social Studies

Mrs. Elizabeth Stecklein

8B Homeroom AM
8th Gr. Language Arts

Mrs. Georgia Stenz

8B Homeroom PM
6th Gr. Reading

Mrs. Ally Karpin

Student Success Center

Mrs. Ally Karpin
Mrs. Moira Paul

4th – 8th Gr. Spanish

Mrs. Montse Bannantine

Art

Mrs. Mary Stephan

Music

Mrs. Sara Cervelli

Physical Education

Mr. Joe Krier

Extended Care Director

Ms. Sharon Nead

Extended Care Providers:

Mrs. Rita Ammon
Mrs. Anna Chojnacki
Mrs. Jennifer Lewis
Mrs. Linda Nelson
Mrs. Margaret Schiesl

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Addendum

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Rights and Responsibilities of Parents (Archdiocesan Policy 1312)

Morning Drop-Off Procedures

Dismissal Procedures

Head Lice Procedures

External and Internal Communication (Archdiocesan Policy 1112)

Acceptable Use of Technology Policy (Archdiocesan Policy 6161.2)

Anti-Bullying Policy (SFB & Archdiocesan Policy 5131.1)

Discipline Probation, Suspension and Expulsion (Archdiocesan Policy 5144)

Grievance Procedure for Student Issues

Standards-Based Assessment and Grading

Asbestos Exclusion Letter

PARENT HANDBOOK

THIS HANDBOOK IS DIVIDED INTO FOUR SECTIONS:

1. Mission Statement, Philosophy and Non-Discrimination Policy of St. Francis Borgia Catholic School
2. School Policies – General School Information
3. Student Expectations
4. Appendix

The handbook reflects revisions of past policies and procedures, based on suggestions of parents, teachers and students.

The teachers provide specific grade level expectations.

This handbook does not constitute a contract. St. Francis Borgia Catholic School reserves the right to modify as necessary.

MISSION STATEMENT

Enter to Learn. Go Forth to Serve Christ.

PHILOSOPHY

St. Francis Borgia Catholic School seeks to instill strong Catholic Christian values among its students. As professional Christian teachers, we assume the responsibility of students' growth and development within the school environment. We strive to meet the individual needs of all children by promoting a strong sense of self-worth, while nurturing self-discipline, responsibility, and respect. The foundation of Catholic education is: To Teach as Jesus Did. Our teachings incorporate this same foundation; fostering spiritual, academic, emotional, and physical growth. We believe, with the cooperation of home and school, students will reach their full potential.

NON-DISCRIMINATION POLICY

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

SCHOOL POLICIES

ADMISSION, EARLY ADMISSION, REGISTRATION, WITHDRAWAL

RE-ADMISSION

General Admission Statement

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

The principal of St. Francis Borgia School will consider the information on the St. Francis Borgia Admission Survey, which is attached to all St. Francis Borgia Catholic School Application for Admission forms, in determining whether the school is able to provide appropriate educational opportunities for your child.

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

- Children currently in our school
- Children of parishioners of St. Francis Borgia
- Children of non-parish families

All proper paperwork must be on file in the office prior to admission.

Please note that St. Francis Borgia Catholic School typically does not allow for mid-year admissions after the start of the second semester. Exceptions may be made in the case of a family move.

St. Francis Borgia School does not have programming or staff to meet the needs of students who have emotional and/or psychological problems. Acceptance of students with such needs typically does not take place. If after time in the school, a student develops emotional or psychological problems their continued enrollment in the school will be at the discretion of the principal. As a private school, we exercise the right to determine if St. Francis Borgia School can or cannot meet a given student's needs.

The final decision on admission is at the discretion of the principal.

Registration of Existing Families for Next School Year

Current school families will receive an In-School Registration packet prior to our Open House, typically held in January. Families may then register their children for the next school year. Completed registration papers, including appropriate registration fees and deposits, are processed in the order in which they are received.

Admission of New Students

Probationary Period

A student's enrollment at St. Francis Borgia School is reviewed annually.

Testing

All 4K, 5K and new students in 1st – 8th grade will be tested upon their admittance.

Early Admission

We adhere to state guidelines for admission.

Enrollment of 4K & 5K Students

While we offer both a half day and full day 5K option, please keep in mind that once a parent has selected half day or full day kindergarten, changes to that enrollment status initiated by a parent may only be made at the grading trimester. This same policy holds true for changes to enrollment from the 3-day 4K to the 5-day 4K.

Withdrawal of Student

If a student is being withdrawn to attend another school, we ask the following procedure to be followed:

- Inform the office, in writing, of the intent to withdraw and the date of withdrawal.
- If withdrawal is not due to a move, a written communiqué or call to the principal, as to the reason for the withdrawal is appreciated as a source of information and as a courtesy.
- No transcripts will be sent unless direct communication is received from a parent/guardian.

Re-admission of Students Previously Withdrawn

Re-admission of students previously withdrawn requires a conference between parents, principal and possibly the pastor to determine appropriateness of re-admission.

ATTENDANCE, ABSENTEEISM, TRUANCY, SCHOOL HOURS, EARLY/LATE ARRIVAL, LEAVING EARLY

Attendance

Daily

Students are expected to be in school for all scheduled school days. Please note that an excused absence or tardy is still considered an absence. All absences/tardiness count on the child's report card as time missed.

Mandatory After-School Events

Students are occasionally required to attend activities after school, which are a follow-up or culmination of school instruction. Students are excused only for illness or a family emergency, which should be communicated to the appropriate teacher. In addition, a student's grade may be affected due to an unexcused absence at a mandatory after school event.

Absenteeism

Absences, with the reason for the absences, are to be called in to the school's 24-hour answering machine (262-377-2050) prior to 9:00 A.M. A student is considered a ½ day absent if more than 1½ hours of school is missed in the morning or afternoon. Less than 1 ½ hours missed of school, for an excused reason, is still one full day present.

A student who is absent during the day for illness, is not allowed to return for part of the day for a field trip. A student, who is ill during the day, should not participate in after-school or evening activities.

For absences known in advance, please complete an Advanced Absence Form, which can be obtained in the school office. If the school is not notified in advance, daily communication is expected.

Any child absent due to illness for more than 3 consecutive days must have a doctor's note upon return. In addition, please see the Archdiocesan Attendance Policy in the Appendix at the end of this handbook, which reflects the new Wisconsin State Statutes.

The parent or guardian of any child with excessive absences or tardiness's will receive a communication from the Principal.

Truancy

Wisconsin Compulsory Attendance Law

Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays accepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

Wis. Stat. sec. 18.15(1)(a). Archdiocesan Policy 5112

St. Francis Borgia Catholic School will consider a student truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student will be considered habitually truant when he/she is absent without an acceptable excuse all or part of 5 or more days in a school semester.

The school administration and policy will determine what is excused and unexcused. Please see the Absence/Tardiness Policy at the end of the handbook for more information.

State law allows a parent to excuse their child from school in writing prior to an absence for up to 10 days per school year. All absences beyond 10 are deemed unexcused. A student who is tardy or released early is partially absent as the law requires attendance for full periods or hours. Unless the tardy or early release is excused for one of the reasons stated above the student is considered truant. Oversleeping, outside extracurricular activities, and car problems beyond the 10 days/times will be considered truant.

School Hours

Office Opens	8:00 am
Children Arrival	8:15 am
Classrooms Open	8:40 am
5K All Day – 8 th	8:40 am - 3:25 pm
5K AM	8:40 am - 11:25 am
3K/4K AM	8:40 am - 11:25 am
3K/4K PM	12:40 pm -3:25 pm
Office Closes	4:00 pm

We are requesting that children not be dropped off before 8:15 A.M. as we cannot guarantee supervision. **Children should be picked up by 3:35 P.M.*Children not picked up by 3:45 P.M. will be escorted to childcare. Parents will be responsible for payment at that time.**

Early Arrival

3K-8th grade students are not to be at school before 8:15 A.M. The school will not be responsible for supervision before 8:15 A.M.

Late Arrival/Tardy

The first bell rings at 8:25 A.M. and the second bell rings at 8:40 A.M. Arrival after 8:40 (12:45 P.M. for afternoon classes) is considered tardy. All students arriving to school after 8:40 must sign in at the office before going to their classroom.

Excessive tardiness will result in communication from the principal for primary students and noon detention for Upper School students.

Leaving School During the School Day

No student may leave the school building without permission.

Any student leaving school early must report to the school office and be signed out by their parent or other authorized adult. Children should not be picked up in their classroom. If any student is to leave school premises during the school day, for any reason, without the accompaniment of parent or parent authorized adult, they must present a signed note from a parent to the office in order to be excused.

Re-admittance After Leaving School During School Day

A parent must sign a student back into school through the office before returning to their classroom.

Supervision of Children at School Events & Afterschool Activities

All children must be supervised at afterschool activities and school/athletic events. Students below 5th grade may not be in the school building or playground without adult supervision.

ALCOHOLIC BEVERAGES

No alcoholic beverages will be served at any event that is hosted by the school primarily for the students. This policy includes, but is not limited to, parent-child events.

ALGEBRA

Qualifying 7th and 8th grade students are given the opportunity to take high school algebra. This program is the same as that offered to freshman at Cedarburg High School. Students must be responsible, independent workers, and must be recommended by the algebra teacher, former math teacher, and principal. In addition, students should attain a percentile of 90 or better on three tests.

- the 8th grade PBE
- the Iowa Algebra Aptitude Test
- Iowa Standardized Achievement Test

To remain in the program, the student must maintain a "B" average. After completing the course with a "B" or better, the student may go directly into Geometry. The student does not receive a grade or credits in algebra as a high school course.

ATHLETICS

If your child participates in athletics, please see the St. Francis Borgia Parent Athletic Guidebook.

BIRTHDAY CELEBRATION

Major gifts or recognitions should not be brought/delivered to school out of respect for all students' comfort.

Teachers encourage birthday recognitions. They determine an appropriate time for the class to share treats and celebrate the classmate's birthday. Parents need to keep treats simple (even nutritious) and supply all necessary utensils.

We encourage less of an emphasis on food. Please consider stickers, pencils, etc. or a gift for the class such as a book. In all cases, please KEEP IN MIND THE EXISTANCE OF FOOD ALLERGIES in your child's class.

BLOOD BORNE PATHOGENS

Annual training of Blood Bourne Pathogens is mandatory for persons coming in contact with school children. Training sessions are scheduled by the school.

BULLYING (See Appendix)

BUILDING SECURITY

Doors are locked at 8:40 AM. Students/visitors entering after that time are to enter through Door #1. Visitors and late students must report to the receptionist.

BUS-USE OF VIDEO CAMERAS

The Cedarburg School District approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, allowing the driver to focus on the driving of the bus. The viewing and use of any videotape material shall be in accordance with Cedarburg School District Policy EEAD.

CARPOOLING

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

CELL PHONES/SMART WATCHES

Students may not use cell phones during the school day. If a student is using a cell phone during school hours, it will be taken away from them and returned at the end of the school day. If a student has a cell phone in the building for after school use, it must be kept in their backpack.

Students are prohibited from photographing or video recording other students or school personnel without their explicit permission. Violation of this policy may result in consequences up to and including suspension.

Smart Watches may be used as a watch only during the course of a school day.

CHEATING

Students in all grades must complete their own work at all times. This includes special projects, long-term assignments, and composition assignments.

If a child is found cheating, he/she will receive a zero for the work. A detention will be issued.

Some examples of cheating are:

- Copying another student's work
- Plagiarism
- Using cheat notes
- Turning in work that has been completed by anyone other than the student

CHILD ABUSE REPORTING

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

CHILD CUSTODY DISCLOSURE (See Appendix)

COMMUNICATION

External and Internal Communication(See Appendix)

General Communication/Family Mail

All communications going out to families need to go through the school office and be approved by the administration before being dispersed. Communications need to be in the office by noon on Tuesday for placement in that week's Family Mail.

Each family has a mailbox in the school office where communications are accumulated for the week and sent home on Thursdays with the oldest/only child at the school. Family Mail envelopes are to be gone through and sent back to the school office (with appropriate papers filled out) the following day.

Parent and School Communication – Family Changes

It is imperative to notify the school of any changes regarding marital status, custody, address, work, phone, cell phone, and e-mail changes so we can update your Family Health and Emergency Contact Form. In addition, if any major illnesses, hospitalizations, deaths, changes in family composition, etc., occur, please notify the school office. These matters often affect children and their learning. The office, in turn, will notify the appropriate staff.

Parent and School Communication – Parent Concerns

Parents with a concern are encouraged to first contact their child's teacher. Please do not call teachers at home. Teachers have been advised not to take parents' calls at home. Parents wishing to discuss concerns or a student's progress, other than at normally scheduled conference times, may do so by sending a note, an email or leaving a message for your child's teacher. In addition, conference request forms are available through the school office. Parents and teachers should not conference in halls, outside classrooms, or other settings. Children deserve the time involved in holding a conference.

In listening to your child's concerns, we ask that you listen, but not form opinions or make judgments until you have met with the teacher. Children's perception, though very real to them, may be very different or misunderstood from what actually occurred or was said.

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

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

When these steps do not result in resolution, we move to a formal grievance procedure as outlined by the Archdiocese. A copy of this procedure is available in the school office.

Mandatory Parent Meeting

Attendance is required by at least one parent.

CONCILIATION/GRIEVANCE PROCEDURE

Archdiocesan policy provides guidelines to be followed were a parent to question principal/pastoral decisions. Grievance procedure can be found in the Appendix section of Handbook.

COMPUTERS AND TELECOMMUNICATIONS

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

CONFERENCES

Conferences for parents with teachers are typically held twice during the year. Specific information will be sent via Family Mail prior to conferences.

CRIMINAL OFFENSES

Disciplinary action, up to and including expulsion, will be taken against any student involved in a criminal offense on school or church property. The proper authorities will also be notified.

DETENTIONS/DISCIPLINE (see Student Expectations)

DISMISSAL* (see Appendix)

DIVORCE/SEPARATION

All divorced/separated parents are required to provide the school office with a current copy of the official court document stating **custody arrangements** (please do not include financial agreements).

If a non-custodial parent wishes to have mailings, copies of report cards, progress report letters, etc. sent to them, he/she must contact the school office with notification of their address and what they wish to have sent. Please note that there is a \$50 fee attached to this service to cover the cost of mailing.

Please provide the office with a written schedule of any custody/visitation schedules to avoid any confusion. This is extremely helpful in many situations.

DRESS CODE

General Statement

Students in 5K-8th grade are required to wear uniforms. The school does not handle any uniform orders. Uniform items, including our plaid jumpers & skirts, can be purchased through the Land's End catalog (using SFB's preferred school # 900037276) or French Toast. Basic uniform pieces such as blue pants and shirts may be purchased at the retailer of your choice.

We strongly recommend you label all clothing. A uniform resale is usually held shortly before the end of the school year.

Boys

Pants:

All pants must be uniform pants. They must be plain navy blue twill or corduroy (no blue jean, cargo, or pants with studs). No faded, ripped/holey navy pants are allowed. Pants must be worn on the student's waist. No low rise or baggy pants are to be worn. A small flare is fine, but slits are not acceptable. If pants have loops, a belt must be worn.

Shirts:

Boys may wear white or navy blue collared polo, button down or turtleneck shirts. They may be long or short sleeved. Shirts must be worn tucked in. Only plain white t-shirts may be worn under uniform shirts.

Girls

Skirt/Jumper/Pants:

Grades 5K - 4th Hunter Navy Classic Plaid, round neck uniform jumper from Land's End or French Toast .

Grade 4th Girls may wear Hunter Navy Classic Plaid round neck uniform jumper or Hunter Navy Classic Plaid uniform skirt from Land's End or French Toast.

Grades 5th –8th Hunter Navy Classic plaid uniform skirt from Land's End or French Toast.

Both the jumper and the skirt are to be worn slightly above the knee. They may be longer, but not shorter. The jumper and skirt must be buttoned and zipped at all times. Please purchase a skirt that will fit your daughter for the entire year.

Girls may wear navy blue uniform pants from November 1st – March 31st. They must meet the same criteria as stated in the Boys' section. Girls may wear white, blue or black tights or leggings under their skirt or jumper. No yoga or sweatpants may be worn.

Shirts:

Girls may wear white or navy blue collared shirts, blouses, or turtlenecks. They may be sleeveless, short or long sleeved. They must be worn tucked in. Only plain white t-shirts may be worn under shirts.

8Th Grade Only

Students in the eighth grade have the privilege of wearing shirts in the following colors: navy blue, hunter green, yellow, true red, and white. Light blue, lime green, gold and burgundy are not acceptable. Also, please make sure that shirts fit properly, are worn tucked in, and are not too large or too tight.

All Students

Shoes: Shoes must be worn at all times. No sandals, flip-flops, or clogs without a back strap may be worn. “Crocs” are acceptable when worn with socks and with the strap behind the ankle. Gym shoes are required for gym class.

Socks: Socks or hose are to be worn at all times.

Spirit wear: Approved Spirit wear may be purchased through Masterprint Wear.

“We Are Catholic” T-Shirt: May be worn with the school uniform on the First Friday of each month.

Sweaters: Solid navy blue, hunter green or white sweaters (pull over or button down) or sweater vests may be worn.

Sweatshirts: 5K-8th grade students may wear approved SFB spirit wear sweatshirts. Only 5th through 8th grade students may wear the official SFB Upper school sweatshirt.

Sweatpants: Only 5K students may wear solid navy blue sweatpants.

Shorts: Shorts may be worn from the start of school through October 1st, and from May 1st through the end of the school year. **Only plain navy blue shorts** (no athletic, jean, cargo, or studs) are permitted. Shorts must also be worn at an appropriate length. **Uniform shorts are the only shorts that may be worn to school, even on out of uniform days.**

St. Francis Borgia gym shorts will be allowed on certain days.

Skorts: 5K–4th grade girls may also wear a solid navy skort during **shorts season only.**

Gym Uniforms

Students in grades 3rd through 8th wear an official SFB approved gym uniform.

The gym uniform may be ordered online through Master Printwear. Ordering information is available in the school office.

Jeans Day

The last Monday of the month is “Jeans’ Day”. This is an out-of-uniform day in which the students may wear street clothes. However, even on Jeans’ Day, shorts are not permissible unless they are the school uniform shorts. If there is no school on the last Monday of the month, there is no Jeans’ Day that month. No ripped/holey jeans are to be worn.

Upper School Dances

The Upper School Student Council periodically hosts evening dances. Students are to dress appropriately for these dances. Skirts are to be at least knee length. Shirts are to be modest and have no inappropriate language on them. Students may not wear any clothing, including hats,

advertising alcohol, tobacco or other drugs. Students will be asked to go home and change if they are inappropriately dressed.

Violation of the Dress Code

Parents will receive written notification if their child is not in compliance with the dress code. After a child has received two violations in a given trimester, a 3rd violation in that trimester will result in a consequence as determined for that grade level.

Other Comments

- Hats are not to be worn in the school building except when students are involved in a project/play.
- Hairstyles are to be neat, clean and of a conservative style. No Mohawks or “Fauxhawks” are allowed.
- Hair in natural hues only. No artificial colors such as pink, purple etc. are allowed.
- Heavy makeup is not acceptable.
- No body piercing, other than pierced ears, is acceptable.
- Only simple ear studs may be worn.
- Jewelry and accessories are to be minimal and non-distracting.
- No body tattoos are allowed, temporary or otherwise.
- No perfume, cologne, or heavily scented body spray/deodorant is allowed.
- If yoga pants or leggings are worn on out of uniform days, shirts must reach mid-thigh length.
- Masks may not have any political statements, inappropriate language or advertising alcohol, tobacco or other drugs.

It is the principal’s discretion to make decisions as to appropriateness of uniform, hair and accessories.

ELECTRONICS

Any electronics brought to school will be the responsibility of the child.

EMERGENCY SCHOOL CLOSING (revised 10/17/18)

Severe weather conditions during the winter or other emergency situations may warrant the closing of school. The procedure varies depending whether closing occurs prior to, or during the school day.

School Closing Prior to the Start of the School Day

A Parent Alert message from OptionC will be sent via phone call, email and for those who chose, text message.

This will be listed on the following sites:

- The SFB School Website: www.sfbschool.org
- TV Channels 4, 6 & 12

Although we have our own listing on the above sites please note the following if you see or hear a different listing:

- If Cedarburg Public Schools are closed - SFB is closed.
- If Cedarburg Public Schools have a late start time - SFB will close.
- If Cedarburg School System is open, we are probably open as well, but it's best to check the appropriate listings to be sure.

School Closing After the School Day Has Already Begun

Once school has begun and the students are here, we may not close early due to weather unless the Cedarburg School System closes. Once school has begun, the dismissals of our students must coincide.

Please do not call the school to see if we are having an early dismissal. These calls congest our phone lines, which are crucial to us at these times. As soon as the Cedarburg School District makes a decision to close, they will contact us and we will send out a Parent Alert message and initiate emergency phone call procedures, in addition to putting the information on the closing sites as listed above.

A child will only be sent home if direct contact has been made with the parent or legal guardian. Children will remain in school until contact is made. **Consequently, please be sure to keep the school office informed of all current home, work and other emergency numbers. Also, if we are experiencing inclement weather and you are not at home or work, please be sure that your cell phone is turned on.**

If you do not receive a Parent Alert message regarding school closing and you feel that the weather is not conducive to sending your child to school you may call your child in absent. If school has already started and conditions begin to deteriorate, feel free to pick them up if you are concerned about the driving conditions.

EXPLUSION (see Probation, Suspension, and Expulsion in Appendix)

FAMILY LIFE PROGRAM

Our Curriculum includes the Family Life Program. Students in grades 5K-8 participate unless a parent opts a child out. Families are provided with consent forms for their children. Books for the program are available for review. They may be checked out in the school office at any time.

Parents please note that the pamphlet entitled Parent Note is different than your child's book. If you have questions regarding the material in your child's book, please do not hesitate to contact the office to look at a sample.

FEES

Family Fees

Please see the Tuition Commitment Form

Registration Fees

All 3K, 4K, 5K and new 1st- 8th grade students are assessed a non-refundable fee with their registration form.

Special Program Fees

Students participating in special programs such as Forensics, Sports and/or Solo and Ensemble, are assessed a fee to help defray some of the expense. If such a fee causes a financial hardship for a parent, please notify the principal, as no child should be denied participation due to an inability to pay.

Tuition

Tuition fees are recommended by the Education Committee and is approved by the Pastoral Council. Tuition is the same fee for In-School and Virtual Instruction and Learning.

Tuition Deposit

All families are assessed a \$100 per student tuition deposit, which is due at the time of registration. This deposit is capped at \$200 per family. Registration for the following school year typically takes place in January. The tuition deposit is applied towards the following year's tuition balance. Deposits must be paid prior to any student signing up for the following year's activities, i.e. play and sports.

Tuition Payment

Tuition payments will be in accordance with the trimester calendar. Any enrollment within the first trimester will be charged the full base tuition amount. Enrollments within the second trimester will pay 2/3 of the base tuition cost. Any enrollments after the start of the third trimester will pay 1/3 of base tuition costs.

Tuition Refunds

Tuition refunds will be in accordance with the trimester calendar as well. Any withdrawal in the first trimester will be refunded 2/3 of base tuition amount. Withdrawals within the second trimester will be refunded 1/3 of the base tuition cost. Any students who withdraw after the start of the third trimester will not receive a refund.

Tuition Assistance

As a Christian school community, no child should be denied a Catholic school education for financial reasons. Parents should call Jennifer Justman at 262-377-1070 for forms to process financial assistance requests. Such requests are presented by the business manager, without names to a committee comprised of the pastor and trustees. This process is completed in the spring of each year.

FIELD TRIPS

The status of participating in field trips for the 2020/2021 school year is based on current regulations from the Washington Ozaukee Public Health Department and the Archdiocese of Milwaukee.

General Information

Field trips are designed to give children experiences beyond the classroom, to ensure that all children have exposure to various cultural and pleasurable activities.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Administration may place restrictions upon a student's participation in such programs (Archdiocesan Policy #6153).

Each student must have a permission slip turned in for each field trip taken. The permission slip must have the student's name listed and be signed by the student's legal guardian. Photocopies of permission slips are taken on the field trip. If any medical information is to be remembered, emergency numbers noted, or medication taken, it is the parent's responsibility to include that information on the permission slip form. The school is not responsible for consequences resulting due to the absence of information on the permission slip.

Attire

Students are to wear their school uniform on field trips unless instructed otherwise.

Cancellation

Students are to be sent to school anticipating their involvement in the field trip. If the trip has to be canceled or adjusted, we will do so and have a normal school day.

Chaperones

The school office is responsible for contacting parents who indicate they are willing to chaperone. Every attempt will be made to rotate parent chaperones throughout the school year. Only adults assigned by the office are authorized to attend the field trip.

Only adults trained in Safeguarding all of God's Family may chaperone or volunteer in the school. This is an Archdiocesan rule. Please see the section entitled, "Safeguarding all of God's Family".

Chaperones may not bring other children with them when they are chaperoning or attending a school field

Chaperones must stay with the students they are assigned to throughout the entire duration of the field trip. Chaperones must ride to and from the event with the students.

If not enough chaperones are found for a given trip the trip will be cancelled.

Transportation

Students and chaperones must be transported with their assigned group via the method determined for the field trip. This generally will be by bus.

In rare instances where only a few students are involved, the school may ask for drivers in accordance with Archdiocesan policy. Drivers must have a seat belt for each child, complete a driver information form, and present a copy of their automobile insurance showing the following information: 100,000/300,000 minimum liability coverage, dates of coverage (must include field trip date) and name of insured (must include driver).

FIRE DRILLS

Fire drills are held monthly. Students are instructed in regard to procedure/conduct to be followed. Regulations set up by the State of Wisconsin Fire Code are followed.

FUNDRAISING

Periodically, the school may sponsor a fundraising activity. These are optional for family/student participation. All fundraisers are approved by the School Committee in advance. No new fundraisers may be added without their approval.

GRADING

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

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.

- The purpose of homework is to check for understanding, provide feedback and prepare students for summative assessments.

Grades 1-3 Proficiency Scale

3 Proficient	<ul style="list-style-type: none"> • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. • Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> • Student demonstrates partial understanding of grade level standards. • Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none"> • Student needs more time to develop understanding of grade level standards. • Student can complete learning activities with assistance.

Grades 4-8 Proficiency Scale

4 Advanced	<ul style="list-style-type: none"> • Student demonstrates understanding of concepts and skills extending beyond grade level standards. • Student can independently complete self-directed studies.
3 Proficient	<ul style="list-style-type: none"> • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. • Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> • Student demonstrates partial understanding of grade level standards. • Student can sometimes complete learning tasks without assistance.
1 Emerging	<ul style="list-style-type: none"> • Student needs more time to develop understanding of grade level standards. • Student can complete learning activities with assistance.

HEALTH

Allergies

Students with life-threatening allergies must have the following forms completed and on file in the school office **prior** to the start of each school year. These forms are to be completed annually:

1. Health Care Accommodations Plan
2. Medical Provider Authorization Form-Prescription Medications
3. Allergy Action Plan
4. Allergy Table Directive

These forms will be sent to you in the spring of each year or at the time of enrollment for all new students.

Communicable Diseases

These are to be reported to the school office immediately. Parents must follow school protocol related to students remaining out of school until student is no longer contagious.

Fever/Vomiting

All children who are experiencing fever and/or vomiting must stay home from school, even if the fever can be controlled by Tylenol/Motrin. The student is not to return to school until their symptoms have been absent for at least 24 hours.

Immunizations

Students are required to meet all state immunization laws upon entering our school.

Immunization updates are to be sent to the school office via a dated and signed note showing date and type of immunization received.

We are required by state law to report students who are not properly immunized to the County Health Department and District Attorney. This is in accordance with state immunization laws. Students not in compliance will receive a warning letter from the school. If compliance is not fulfilled within the designation time frame set by the State of Wisconsin, the child's name and record is sent to the County Health Department and District Attorney's office. This is per state protocol.

Health Room

The office and staff the health room for children who become ill during the school day. Temperatures can be taken and ice packs/Band-Aids can be dispensed. Parents must pick up their child if they have a temperature of 100 degrees or more, vomiting, nausea, diarrhea, a suspicious rash or lesions, or any other condition/injury which prevents the student from returning to the classroom.

Hour Policy for Parent Pick-up of a Sick Child

If a child should become ill during the school day, the school will notify the parents/guardian. For the comfort of the child, parents/guardians are requested to pick up their child within one hour of notification.

Lice

This must be reported to the school office immediately. Parents must follow the school protocol. (Appendix)

Medication

Administered at Home

Please notify the office in writing of any medications that your child takes at home. This information is invaluable in the event of an emergency.

Administered at School

Any medication dispensed needs to be provided by the parent in its **original container** and accompanied by the appropriate forms.

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a student under this law by any means other than ingestion.

Any drug lawfully sold over-the-counter without a prescription may be dispensed in compliance with the written instructions and consent of the pupil's parent/guardian. Instructions cannot exceed the manufacturer's directions. The proper paperwork must be on file in the school office, with the proper labeling and original container of the medication.

Administration of a prescription drug requires written instructions from the prescribing physician, dentist, or podiatrist AND written consent from the student's parent or guardian. The proper paperwork must be on file in the school office along with the proper labeling and original container of the medication.

All medication, prescription and over-the-counter (including cough drops), is to be kept and dispensed through the school office per Archdiocesan policy (NOTE: The only exception to this is inhalers where a student has an Inhaler Use Waiver on file).

Medication Container/Labeling

No medication will be administered by school personnel unless the following directions and forms are completed to the satisfaction of, and returned to, the school office.

All medication, prescription and over-the-counter (including cough drops), is to be in its ORIGINAL CONTAINER, clearly labeled with the child's full name, name of medication and dosage, time and quantity to be given, and physician's name (if a prescription).

Medication Forms:

- **Over-the-Counter Medication:** Requires a Parent/Legal Guardian Medication Authorization Form for Nonprescription Medication on file in the school office.
- **Prescription Medications:** Requires a Medical Provider Authorization Form for Prescription Medication on file in the school office.
- **Severe Allergy/Epi-Pen:** If an Epi-Pen is prescribed, please refer to the "Allergies" section under "Health".
- **Inhaler Use Waiver Form:** Requires a Medical Provider Authorization Form for Prescription Medication on file in the school office. This form is signed by both the Physician and parent allowing the student to carry the inhaler on school property. This eliminates all inhaler responsibility on the part of the school and makes the student totally responsible for the care of the inhaler and dispensing of the medication. Only students with this form on file in the school office may have an inhaler on their person, desk, backpack, etc., during school hours. However, even with this waiver, a student should self-administer the inhaler in the presence of a school staff member.

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

Medication will be administered by the school principal, or by individuals designated by the principal. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by other than a school employee or agent while the pupil is at school unless specifically approved in writing by the parent/guardian.

The length of time for which a prescription medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered, or discontinuance or administration, must be in writing from the physician, only.

It is the responsibility of the student, if appropriate, not school personnel, to request his/her medication at the designated time from the designated agent.

Recess

Students well enough to be at school will be required to go outside for recess. If a child is to remain in for a period of time, **a doctor's note is required**. If your child does not have a note, they will be sent outside.

HOMEWORK/CLASSWORK

Parental support of assigned homework is necessary. A regular time and definite place should be provided for home study. Homework is developmental in nature and increases in scope with the maturity and capabilities of the students. Homework should be evaluated by the teacher and returned to the student within a reasonable period of time.

Time Guide for Out-Of-Class Study (Archdiocesan Policy #6154)

<u>Level</u>	<u>Time</u>
5K	10 minutes (optional)
Primary	30 minutes
Upper Elementary	60 minutes
Upper School/Middle	90 minutes

Homework is not ordinarily assigned over weekends, holidays, and on the evenings of special programs.

INSURANCE

Insurance is available for students. Application forms are included in the first day packets. Families wishing to take out insurance for their student need only to fill out the form and return it to the school office, with the appropriate fee.

Families not interested in the student insurance must return a signed waiver indicating the family has adequate insurance coverage for children enrolled. This waiver form is included in your first day packet.

IOWA TESTING

Students in grades 3, 5, and 7, undergo testing in the spring of each year. See school calendar for specific dates. Students in other grades are tested periodically. Please avoid scheduling students to be out of school during this time as we cannot guarantee students an opportunity to make up a test.

JEANS DAY

The last Monday of the month is "Jeans' Day". This is an out-of-uniform day in which the students may wear street clothes. On Jeans' Day, only uniform shorts are permissible. If there is no school on the last Monday of the month, there is no Jeans' Day that month. No ripped or holey jeans are to be worn.

LOITERING

Students not enrolled in St. Francis Borgia School may not be on the school premises/campus without administrative permission during school hours.

LUNCH/MILK PROGRAM

Hot Lunch Program

Due to COVID, we will not be providing Hot Lunch for the first trimester. We will reevaluate with the guidance from the Washington Ozaukee Public Health Department.

Milk Program

Milk for students in grades 5K-8 and those attending our Extended Care Program is available for a fee.

All 3K and 4K students have milk at snack time. The fee for this is covered in the Activity/Supply Fee.

LITURGICAL WORSHIP

This year, due to COVID, we are adding another school mass to accommodate physical distancing.

LOST AND FOUND

This is located in the main lobby. Please have your children check it periodically for lost items. Items not claimed by the end of the school year will be donated to charity. Please label all items to help facilitate their return.

PARENT COMMITMENT

Scrip

All 5K-8th grade school families are asked to participate in the Scrip/Gift Card program. Each family will raise a certain amount of profit in one year's time (May 1 through April 30).

- Families whose oldest child is in 5K through 8th grade must raise \$200 in Scrip/Gift Card **profit.**

Once the profit level has been reached, any additional profits raised during the one year time frame will be split 50/50 with the family and the school. The family's portion can be used for tuition reimbursement. If the profit level is not reached at the end of a full year, the family will be billed the difference between what their responsibility is, and what they have raised to date.

Families choosing not to participate in this program can “opt out”. The “opt out” fee is:

- \$200 for families whose oldest child is in 5K through 8th grade

By opting out, the requirement to participate in this program is waived, and the family’s responsibility is fulfilled.

Please note that families whose youngest child is in 8th grade will have the \$200 requirement included on their tuition bill. The family will then have the opportunity to recoup their \$200 through their Scrip purchases. Any sales from May 1 through April 30 will be applied.

Volunteer Hours ** See Addendum 1

The parent commitment requirements are as follows:

- Parents whose oldest child is in the 3K program will be asked to perform 10 hours of volunteer time per family in one year’s time (May 1st through April 30th), two of these hours must be on fundraising activities. A single parent is required to perform 5 hours, of which one hour is to be on a fundraising activity.
- Parents whose oldest child is in the 4K program will be asked to perform 15 hours of volunteer time per family in one year’s time (May 1st through April 30th), three of these hours must be on fundraising activities. A single parent is required to perform 7 hours, two of these hours must be on fundraising activities.
- Parents whose oldest child is in grades 5K through 8th will be asked to perform 25 hours of volunteer time per family in one year’s time (May 1st through April 30th), five of these hours must be on fundraising activities. A single parent is required to perform 12 hours, three of these hours must be on fundraising activities.

** All hours can be fundraising but not cannot be all non-fundraising.

Families who choose not to participate in this program can “opt out”. The “opt out” fee is \$25 per hour:

- The opt out fee is \$625 for families whose oldest child is in 5K through 8th grade.
- The opt out fee is \$375 for families whose oldest child is in 4K.
- The opt out fee is \$250 for families whose oldest child is in 3K.

By opting out, the family responsibilities fulfilled. Rollover of hours from year to year is not allowed. If the number of volunteer hours is not reached at the end of a full year, the family will be billed \$25 per hour of the difference between what their responsibility is, and what they have volunteered to date.

Up to five hours volunteered toward the Athletic Program will count toward a family’s total. In addition, you are strongly encouraged to volunteer at our Parish. Up to five hours volunteered at the Parish will also count towards a family’s total.

PARKING

End of Day Parking: See DISMISSAL AND DROP-OFF PROCEDURES (Appendix)

Parking During School Hours:

Please use the parking spots closest to Covered Bridge Road. Cars should enter the parking lot using the driveway off Covered Bridge Road, not the driveway from NN. Please be careful in the lot when children are out at recess. Cars may not come in and out of the area where the children are playing during recess periods. The recess times are 11:25-12:45 and 2:10-2:25.

PARTIES/SOCIAL EVENTS

Concern over the handling of children being invited to parties or other events after school and leaving directly from school as a group to attend the function, has been expressed. Invitations that are not inclusive of entire classes or i.e. all the girls, or all the boys, may not be distributed at school. Parents hosting parties after school, which are not inclusive, should not pick up students directly from school.

We respect a parent's right to plan outside social events for their children. However, we would ask parents and students be cognizant of the feelings of those children who may be left out.

Any birthday treats brought to school needs to be store bought, pre-packaged with a label.

PERFUME/COLOGNE

Due to the fact that many children are affected by or allergic to the scent of perfume and cologne, we ask that students refrain from wearing it.

PHONE USE

Children should not use the school phone for forgotten items, and may not use it to make after school plans.

PLAYGROUND SUPERVISION

An adult and/or teachers, hired by the Principal are responsible for playground supervision.

- Children are to remain in the assigned play area as the school will not be responsible for any child who leaves the premise.
- Children wishing to go back into the school building during recess must ask permission from the playground supervisor.
- Stone and snowball throwing are not permitted

- Fighting, wrestling or tackling on the playground are not permitted.

PROBATION, SUSPENSION AND EXPULSION

Whenever a student's behavior is such that it endangers property, health or the safety of others, or disrupts the learning environment, action may be taken to restrict his/her privileges, and the right to school attendance.

PROGRESS REPORTS-ALL GRADES

While a paper progress report is no longer sent, parents are asked to monitor their children's progress on OptionC and encouraged to contact teachers directly with questions.

RECESS

Students are to be prepared for outdoor recess during cold weather with proper attire:

- Boots are necessary in snowy weather.
- Snow pants are required of all students who wish to play in the snow at recess. All other children are required to remain in areas cleared of snow.
- *Children go outside for recess unless the "feels like" temperatures drops below 10 degrees.*

Students well enough to be at school should be well enough to go outside for recess. There may be exceptions. If a child is to remain inside for a period of time, a doctor's note is required.

REPORT CARDS

Report cards are generated once each trimester for 5K-8th grades and twice each year for the 3K and 5K students. Report cards will be available online through our student information system, OptionC. Please feel free to print them for your records.

RESCUE SQUAD

It is school policy to call the rescue squad for any suspected broken bones, back or neck injuries. In addition, the rescue squad may be called for any other situations deemed necessary by the staff. Such calls are made prior to, or at the same time as, the call to the parent.

RESOURCE PROGRAM/READING SUPPORT PROGRAM

The Resource team initiates staffing procedures, assesses students, and facilitates the learning disabilities/reading program.

A degreed and certified reading specialist and special education teachers are on staff to work with students identified as having special learning needs.

We do not have programming for students with emotional or behavioral disabilities.

Support Programs

Students who need additional educational help are worked with in a number of ways, including:

Our Reading Specialist and Special Education Teachers are all trained to identify and develop programs for students who are dyslexic.

Enrichment– We make every effort to identify and meet the needs of students who need enrichment in grades 5K-8th. Typically, such identification and programming do not apply to the 3K or 4K Program.

There are situations where our support programs cannot meet the special needs of some students. It is the principal's decision as to the acceptance or continuance of a student in this situation.

RETENTION OF STUDENTS

If the school and parent agree to retain a student, (to hold a student back in a certain grade), a form will be sent to the parent to sign. If the school deems retention is in the child's best interest, and the parent disagrees, a form stating the school's position will be sent to the parent to sign. These forms must be signed and returned to the school office.

SACRAMENTAL PROGRAMS

Students are prepared for the Sacraments of First Communion and First Reconciliation in 2nd grade. If a transfer student has not made one or both of the Sacraments, parents should contact the Parish office.

SAFEGUARDING ALL OF GOD'S FAMILY

All school volunteers must be trained in the Safeguarding Program prior to the beginning of their service. This includes a three hour training class, a background check (conducted every 5 years), and reading material. Please contact the Parish office (262-377-1070) for further information.

SCHOOL DIRECTORY

The School Office publishes a school directory every year. Information for this is taken off the Health Emergency Form. The school compiles a directory based on these returned forms.

Families not returning the emergency form to the office by the designated date will not be included in directory. Updates to the School Directory during the year will be listed online on OptionC.

Information listed in the school directory is to be used for school purposes only. Please refrain from using this information or passing this information to organizations outside of school.

SCHOOL FUNCTIONS OUTSIDE THE SCHOOL DAY

If students are not specifically involved with a teacher or with their class under a teacher's supervision, we request that students remain with their parents.

SCHOOL PICTURES

Student pictures are taken in the fall with the exception of eighth graders. These pictures will be used in the yearbook and may be purchased by the parents. A payment envelope is provided prior to picture day for direct payment to the photography studio. Envelopes are handed directly to the photographer on that day.

Absentees and retakes will be scheduled a few weeks after the original picture day.

Eighth graders have their picture taken on a separate day. A more formal picture is taken of each 8th grade student. Parents receive proofs a few weeks later and are able to make their selection from several shots.

SPORTS PROGRAMS

St. Francis Borgia Catholic School offers volleyball, basketball and track to both boys and girls in 5th through 8th grade. Our sports program is an important part of the total education of our students. In order for students to be eligible to play sports, they have to be working to the best of their ability and they must maintain good behavior.

Only enrolled students may sign up for athletics. The tuition deposit or Registration Fee must be paid prior registering for athletics.

Please see the school office for the appropriate forms if your child is interested in playing a sport.

Student Instructional Intervention

The needs of students who may be experiencing difficulties, academically or otherwise, are addressed through a Staffing. Staffings are normally initiated by teachers, but can also be at a parent's request. In Staffings, the parents and appropriate staff members meet to discuss ways of providing the best possible educational programming for the student. After a plan is implemented, a follow-up Staffing takes place to evaluate the progress. Staffings are generally held 8:15 A.M.- 8:40 A.M. Both parents (whenever possible) are asked to participate at these designated times so we can work together for efficiency and effective planning.

STUDENT LOCKERS

- All student lockers are the property of St. Francis Borgia Catholic School. School personnel have the right to inspect lockers at any time.
- Scotch tape may not be used on the lockers.

STUDENT RECORDS

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

STUDENTS RETURNING TO BUILDING

Students should not return to the school building after school hours for books, assignments, or forgotten objects.

While in the school building for extra-curricular programs, students may not go to their classrooms or other areas of the school not involved in their extra-curricular program.

STUDENTS WITH SPECIAL NEEDS

Students appearing to have special needs and requiring special programs are evaluated as follows:

1. Child is referred for diagnosis by a teacher or parent.

2. A Staffing involving numerous professionals takes place to determine a course of action for a student. Recommendations may include:
 - a. referral to special education teacher or literacy coordinator for individual testing
 - b. direct referral to a local public school for assessment, or to a private evaluative institution
 - c. referral to a professional for individual or family counseling
 - d. continual programming with necessary adjustments at St. Francis Borgia School
 - e. placement of the child in another setting
 - f. recommendation for any combination of the above
3. Follow-up Staffing to assess progress

We *DO NOT HAVE* staff to enable us to work with students who have emotional issues. (See also, Admission Policy, p.3)

SUMMER SCHOOL WORK

Recommendations for summer school or tutoring are made in the spring prior to the end of the school year. We recommend tutoring for remedial reasons, rather than summer school.

If parents wish to borrow textbooks, they should contact their child's teacher.

SUSPENSION

See Probation, Suspension and Expulsion (Appendix)

TEACHER REQUESTS

Teachers will decide student placement. In special situations, there may be information beyond the classroom teacher's knowledge. If this is the case, a parent may pick up a Parent Input Sheet in the office or email the principal. Only information received in writing will be considered. All requests are to be submitted to the principal by the **last week in June**.

TESTING

All 5K students and students that are new to St. Francis Borgia that are in 1st – 8th grade will be tested upon their admittance.

TEXTBOOKS

Students are responsible for keeping textbooks in good condition. Students will be required to replace completely or partially cover the cost of any textbooks lost or damaged.

All hardcover textbooks must have a book cover.

TORNADO DRILL

A tornado drill is conducted two times each school year.

TRANSPORTATION

Bus Transportation Eligibility

Bus transportation is provided to grades 4K-8th by the Cedarburg School District. Given our rural location, all students residing in the Cedarburg School District are eligible for busing

St. Francis Borgia will provide Riteway Bus Company with information on any 4K – 8th grade student eligible for bussing. They in turn send bus routing information directly to qualifying families.

Bus Transportation Forms – Day Care Provider

If your child qualifies for bus transportation, and you need to make an arrangement for pick up/drop off of your child to an eligible busing location other than your home, contact the school office for a Day Care Bus Transportation form.

Please keep in mind that all transportation decisions and busing protocol are at the discretion of Riteway Bus Company. 262-375-3102.

Discipline Problems

If problems arise on the bus affecting your child, tell your child to report problems when they occur to the bus driver, who will send a written report to the school. You can also call the principal, if the situation warrants immediate action to be taken. Students may be removed from the bus after three discipline notices from the bus driver.

Transportation Home-Parent Drivers

Please note parents should never drive students other than their own home from school or school related events without the parent's written permission. A signed note from the student's parent stating the child's name, who is driving the child, and the date it is effective for, is to be brought to the school office. This is for your protection as well as ours.

Student Transportation Changes

In the case of a change in a student's regular transportation schedule, a note nor email must be sent to the school office. If the school does not receive an email or a student forgets his/her note, we cannot, by law, allow the student to deviate from the regular schedule.

While we understand that occasionally a transportation change may occur during the school day, we ask that a parent **notify the office by phone prior to 2:45p.m.** regarding that change.

Student Transportation Changes due to Change of Address

The Cedarburg School District has implemented a system regarding communication between parent, bus company, and the respective school. All communication regarding a change in address must go through St. Francis Borgia School. Upon notification of a change, the school will then submit the information to Riteway Bus Company for those families eligible for busing. If your busing needs alter due to a change of home address or child care providers, there are specific forms which we will need to fill out and send to Riteway to inform them of these changes. Please keep in mind that a minimum of 3 days is required to initiate or change any Riteway Bus service. Therefore, please contact the office at least 3 school days prior to when you need it.

UNIFORMS (see DRESS CODE)

USE OF SCHOOL FACILITIES

Only school/parish sponsored functions can take place on our premises as our insurance covers only those events. No parents, whether coaches, facilitators of school activities, or teachers, can bring family or friends into the building for use that is not part of a regular program.

Contact the school office to reserve school space for after school use including athletic events and meetings. The school office maintains the school building use calendar and can help you arrange for a room based on your needs. Hopefully, this will avoid any conflict of building use.

Children should never be in the building unsupervised. If parents are in the school building, children need to be with them; they may not be in the gym, halls, etc. Siblings may not be left after school hours with brothers/sisters who are in the building for scheduled activities.

Anyone using the building for meetings, etc., needs to be responsible for checking all doors and turning off lights.

VACATIONS

Student

Taking a child out of school for vacation or extended holiday break is discouraged. Much classroom work requires teacher explanation or classroom participation before the child adequately learns the material.

If parents decide that a vacation during the school year is necessary, please complete a vacation form, which can be found in the school office. All students have as many days as they are absent to turn in missing work.

Parent

When parents leave town and put their children in the care of other adults, please remember to send a note to school notifying the office of this. If this adult has the authority to sign permission slips, school papers, be contacted in an emergency/illness, and/or pick-up your child, you must inform us of this.

VISITORS

All visitors are required to sign in at the reception area and wear a visitor's badge. Due to COVID, the school is limiting visitor entrance to school based on WOPHD recommendations.

VISITS BY FORMER STUDENTS

Periodically, we receive requests for a former student to spend the day or part of the day. Please call the office to arrange a visit. An Emergency Contact Form must be completed by the student's parents prior to the student visit. A child will not be allowed to stay without this form being completed.

WEAPONS

No weapons of any kind are permitted on school grounds.

WEBSITE

Current information regarding the school can be found at www.sfbschool.org. Click on Parent/Staff login.

WELLNESS POLICY

A copy of the school's Wellness Policy is available upon request in the school office.

ST. FRANCIS BORGIA CATHOLIC SCHOOL STUDENT EXPECTATIONS

GRADE 1

- The children will demonstrate Christian attitudes.
- The children will respect themselves, others and property.
- The children will be responsible for their actions.
- The children will become responsible for their homework. Consequences for unfinished work may include, but are not limited to, notes or phone calls to parents or completion during recess.
- Assignment notebooks may be incorporated in the last trimester.

GRADE 2

- The children will demonstrate Christian attitudes in school, on playground, and on the bus.
- The children will respect themselves, others and property in school, on the playground, and the bus.
- The children will be responsible for their homework, daily assignments, and tasks. They will be completed in a timely and acceptable manner.
- Individuals who are observed to have difficulty following the above expectations may be addressed in the following manner:
 1. meet and discuss with the teacher
 2. recess denied for repeated behavior problems
 3. under certain conditions, parents may be notified.

GRADE 3

- Students are to be responsible for themselves and respectful of others, their property, and class rules.
- Students are to participate in prayers and songs during Mass or prayer services.
- Full name is to be on all written work.
- Daily homework assignments and other important information are to be written in the assignment notebook.
- Assignment notebooks are to be signed by parents, Monday through Thursday.
- Tests are to be signed and returned the next school day.

GRADE 4

Behavior expectations for grades 1 through 3 still apply.

Behavior

Any school rules that are broken will result in a consequence. Physical injury or damage to property will result in parent/guardian notification. A behavior detention may be given depending on the severity of the incident.

Homework Policy

The purpose of homework is to check for understanding, provide feedback and prepare students for summative assessments. Homework is expected to be turned in on time promoting self - discipline and responsibility.

Grade 4 Homework Buddy Policy

Each student will have a classmate assigned to gather their work and material when absent.

GRADE 5

Expectations for grades 1 through 4 still apply.

Behavior

Any school rules that are broken will result in a consequence. Physical injury or damage to property will result in parent/guardian notification. A behavior detention may be given depending on the severity of the incident.

Class Work and Homework Policy

The purpose of homework is to check for understanding, provide feedback and prepare students for summative assessments. Homework is expected to be turned in on time promoting self - discipline and responsibility.

Test/Quizzes are to be signed by a parent.

Grade 5 Homework Buddy Policy

Each student will have a classmate assigned to gather their work and material when absent.

UPPER SCHOOL (GRADES 6-8)

Expectations for grades 1 through 5 still apply.

Standards for Student Behavior

We believe that the primary obligation of developing respect, spirituality and responsibility in our students rests with the home and parents. To create a positive learning atmosphere at school, all Saint Francis Borgia Upper School students are expected to demonstrate increasing maturity as they develop in three important areas: Respect, Spirituality, and Responsibility.

made to enforce these rules in a fair and consistent manner. The school reserves the right to interpret and apply these rules.

Respect

Respect for self and others is central to becoming a full participating member of a community. A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly. All students have the right to learn and participate fully in a safe environment that maintains an atmosphere of mutual respect and courtesy. We expect our students to:

- Be respectful and attentive to others' needs.
- Be mindful and sensitive in their attitudes towards others.
- Show common courtesy and good manners toward teachers, other adults, and fellow students.

Spirituality

Our belief in Jesus has drawn us to this faith community. A spiritual person is one who lives his/her faith and accepts and relates well with others. Out of respect for our own beliefs, we expect our students to:

- Have a quiet and reverent attitude during prayer, prayer services, and Liturgy.
- Participate in special projects, e.g., service to the parish, school and groups in need.

Responsibility

As students mature, they are expected to demonstrate increasing personal responsibility and self-control. A responsible person is one who confidently and competently responds to meeting personal, school and community obligations while enjoying the personal satisfaction that comes from accomplishing tasks. To make school a positive learning experience that creates a harmonious community, we expect students to:

- Complete schoolwork on time (assignments and homework).
- Follow directions with care and concern.
- Have all materials needed for classes.
- Handle with care school property, desks and all learning materials.

Behavioral Consequences

Students are expected to act in a Christian manner in all they do and say.

Students will receive a write-up for each behavior infraction. This will be sent home for parent(s) to discuss with the child, sign, and return to school.

Consequences will be based on the infraction and can include but are not limited to discussion, phone call home, lunch consequence, after school detention, in-school suspension, and/or out of school suspension.

- Be respectful of other people's property.

Grades 6-8 Homework Buddy Policy

Each student will have a classmate assigned to gather their work and material when absent.

SFB Upper School Homework Expectations

1. Homework is an assignment to be prepared or completed other than during the regular class time. It is developmental in nature and increases in scope with maturity and capabilities of the student. Students are expected to do their homework to gain/master/expand and enhance skills taught in class.
2. The desired homework timeframe is approximately 90 minutes a day.
3. The time needed to complete the homework varies greatly with the individual.
4. Some homework is easily accomplished at school; some work is more easily and effectively accomplished at home.

Addendum 1

Volunteer Hours

Due to COVID-19, for the 2020-2021 school year only, the required number of volunteer hours for families who's oldest or only is in grades 5K through 8th is 10 hours or an opt out fee of \$100.

1312: Rights and Responsibilities of Parents

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

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

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

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child(ren).

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

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

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

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

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

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

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

ADOPTED: 7/15/2019



ST. FRANCIS BORGIA
CATHOLIC SCHOOL

MORNING DROP OFF PROCEDURES

August 2020

Prior to entering the school parking lot, all families will be required to submit an on-line "Health Screening" form for each student by 8am each day. **Located on Option C.**

If you have students in ONLY 3K, 4K and/or 5K, please see procedures that follow and note that you will drop off at the preschool side door located on the west side of the school.

Parents/guardians may not park in the lot and walk students to the door. ***There will be support staff in the foyer to assist your children as needed.***

There will be a 30 minute drop off window from 8:15am until 8:45am.

In order to help alleviate congestion, here is a suggested drop off time frame based on last name. If possible, try and drop off during this window.

- Families A-H drop off 8:15 to 8:20
- Families I-P drop off between 8:25 to 8:30
- Families Q-Z drop off between 8:35 to 8:40

All cars entering the parking lot to drop off students **MUST enter from Hwy NN** (west side of school) and follow the traffic pattern. Cars are to form a single file line when driving up to the designated drop off area, along the front sidewalk of school. *Preschool/kindergarten only families will make immediate right into the preschool circle for their drop off at the preschool doors.*

All families will be provided with (or already have) a **Family Name Sign** that is to be placed on the passenger side visor at drop off. Please have the sign visible as you approach.

Upon seeing your family name, staff will check to ensure that a health form has been submitted and instruct students to exit the car. Masks must be on prior to exiting the car.

Cars will be allowed to unload between the cones marked for drop off. The goal is to have approximately four families unloading at a time.

- Students will enter the building and proceed directly to their classroom.
- Older siblings are allowed to assist a younger sibling(s) to the pre-k wing as needed.

After drop off, all cars follow the traffic pattern (wait for car ahead of you) and **EXIT the parking lot on Covered Bridge Road.**

** Please be aware that school buses will also be pulling up during drop off time. We are asking buses to pull all the way forward. Staff will assist bussers with getting off and into school and THEN resume the drop off process for car riders.

Drop Off Procedures - Families with ONLY students in 3K, 4K, and/or 5K:

If you do not have students in grades 1-8, you are to follow procedures above, with a couple of exceptions:

- Drop off time to begin at 8:20 AM
- Enter off of HWY NN with the rest of traffic, make **first immediate right** into designated preschool drop off circle.
- Proceed to the end of the driveway, turn around and pull up to the preschool wing side entrance.
- Health Screening Form needs to be completed prior to getting in the car drop off line.
- Two families may exit the car at one time. After students are dropped at door, next families may begin to exit their car.
- Masks need to be worn for grades 5K and 4K before leaving the car.

Exiting the Parking Lot:

- Use caution as you exit the preschool driveway, as you will be crossing over the incoming traffic pattern.
- Do NOT make the left turn out to NN, rather, please proceed NORTH (past the playground) through the back of the parking lot and exit at the NORTH end of the parking lot onto COVERED BRIDGE ROAD.



DISMISSAL PROCEDURES

August 2020

Bus Riders

- Bus Riders will be dismissed from their classroom and go to the main foyer and hallway/sports lobby.
- Once in the foyer, students will wait in designated locations until their bus arrives.
- Appropriate physical distancing will be maintained and masks will remain on when they enter the bus.
- According to Riteway, there will be assigned seating on the bus. Contact Riteway with any questions.

Car Riders

Parents/Guardians may not enter the school building or wait outside the school building during end of day dismissal. **All students must be picked up in the designated car line.**

Car line procedures for parents/guardians:

- Enter the parking lot from **COVERED BRIDGE ROAD - EAST SIDE OF SCHOOL**
- Stage 4 rows of cars in the parking lot, facing west, towards the playground.
- After buses leave, "Row 1" will move into the sidewalk safety zone.
- First car will pull all the way ahead to the designated pick up area.
- First car in "Row 2" will follow the last car in "Row 1", etc..
- Once you pick up your child(ren), wait for the car in front of you to leave. Do not pull out early. **PLEASE exit COVERED BRIDGE ROAD.**

***If you have a unique situation that requires an early pick up, please let the school office know by noon in order that dismissal plans can be arranged. No parents will be allowed in the school building during dismissal time.*

Please Read if you have children in 3K, 4K, 5K:

If you have students in **BOTH** 3K, 4K, 5K **AND** in grades 1-8, your younger children will be brought to the gym to meet with siblings for dismissal. They will not be dismissed at the preschool wing side door.

If you **ONLY** have children in 3K, 4K, 5K - please enter the parking lot off of Hwy NN and pick up at the preschool wing doors. Use caution as you exit.

How will students be dismissed:

- Car Riders in grades 1-8 will be dismissed from their classrooms to the gym alphabetically in order to lessen congestion in hallways.
- Siblings in 3K, 4K, 5K will be brought to the gym and asked to stand with sibling group.
- Students will line up in six rows (north to south) by alphabetical groupings per last name.
- Physical distance will be maintained while waiting in lines.
- All siblings will be considered a family grouping.
- Once dismissal has begun, students will be called by last name and directed to exit. Parents should quickly assist their child into the car, buckle them and carefully exit the line.
- Morning 3K/4K students will be picked up at 11:25.

3K/4K AM Class Pick Up and Drop Off

Morning Drop Off Routine

- Drop off time to begin at 8:20 AM
- Enter off of HWY NN with the rest of traffic, make **first immediate right** into the designated preschool drop off circle.
- Proceed to the end of the driveway, turn around and pull up to the yellow painted line. (see map)
- Cars may **ONLY** park on the side closest to the building
- Children **MUST** exit the vehicle from the **sidewalk side**
- Health Screening Form needs to be completed prior to getting in the car drop off line. A teacher will be at the door to verify.
- Four families may exit their cars at one time. After students are dropped at the door, the next 4 cars pull forward and those families may begin to exit their car.
- 4K students must put on their mask before leaving the car.

Morning Pick Up Routine

- Dismissal will begin at 11:20 AM
- Enter off of HWY NN with the rest of traffic, make **first immediate right** into the designated preschool drop off circle.
- Proceed to the end of the driveway, turn around and pull up to the yellow painted line. (see map)
- Please make sure your name sign is up against the window on the passenger side. Have it showing as soon as you pull into the line.
- Cars may **ONLY** park on the side closest to the building.
- Children **MUST** enter the vehicle from the **sidewalk side**.
- Get out of the car and quickly assist your child in their seat.

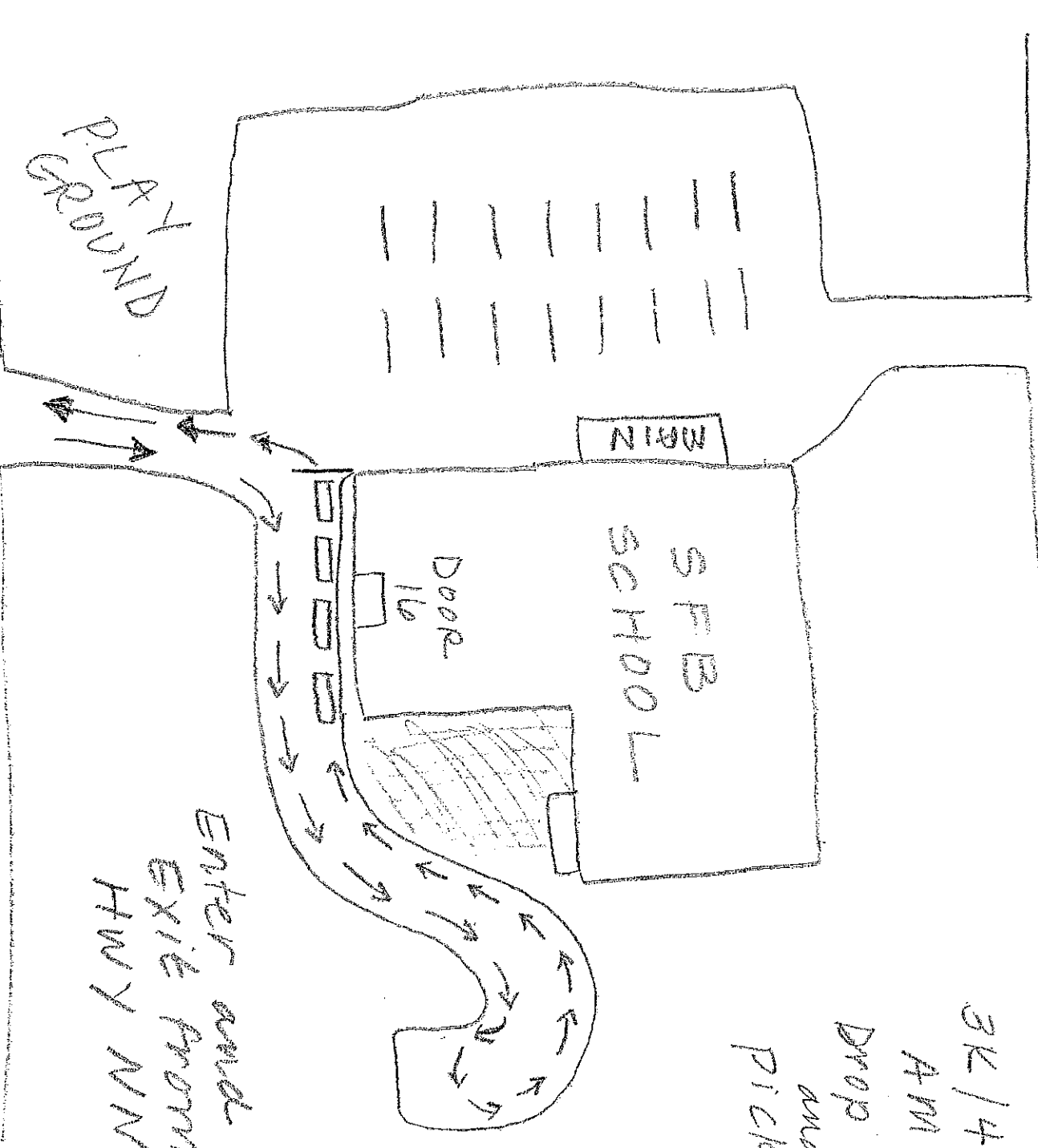
Exiting the Parking Lot:

- Use caution as you exit the preschool driveway, as you will be passing the playground (with kids outside) as you proceed left on your way out the driveway to HWY NN

**** See map on reverse side ****

(E)

Covered Bridge Rd



ENTER and
EXIT FROM
HWY N N

3K/4K
4th
Drop off
and
pick up

HWY N N

(S)

3K/4K PM Class Pick Up and Drop Off

Afternoon Drop Off Routine

- Drop off time to begin at 12:25
- Enter off Covered Bridge Road. Park in the lot by Door 1 and walk your child into school.
- Health Screening Form needs to be completed prior to dropping off your child. A teacher will be at the door to verify.
- Children will be dropped off at the **Main Door Entrance**
- Staff will meet children in the Main Door Entrance and walk them down to the classroom.
- 4K students need to have their mask on before leaving the car.

Afternoon Pick Up Routine

- Dismissal will begin at 3:20 PM.
- Enter off of HWY NN with the rest of traffic, make **first immediate right** into the designated preschool drop off circle.
- Proceed to the end of the driveway, turn around and pull up to the yellow painted line. (see map)
- Please make sure your name sign is up against the window on the passenger side. Have it showing as soon as you pull into the line.
- Cars may **ONLY** park on the side closest to the building.
- Children **MUST** enter the vehicle from the **sidewalk side**.
- Get out of the car and quickly assist your child in their seat.

Exiting the Parking Lot:

- Use caution as you exit the preschool driveway, as you will be crossing over the incoming traffic pattern.
- Do **NOT** make the left turn out to NN, rather, please proceed **NORTH** (past the large playground structure) through the back of the parking lot and exit at the **NORTH** end of the parking lot onto **COVERED BRIDGE ROAD**.
- Always watch for children.

**** See map on reverse side ****

(E)

Covered Bridge Rd

Drop off:
Enter from
Covered
Bridge

Enter MAIN
Entrance

SFB
SCHOOL

Door

(N)

PLAZA
DR

HWY NN

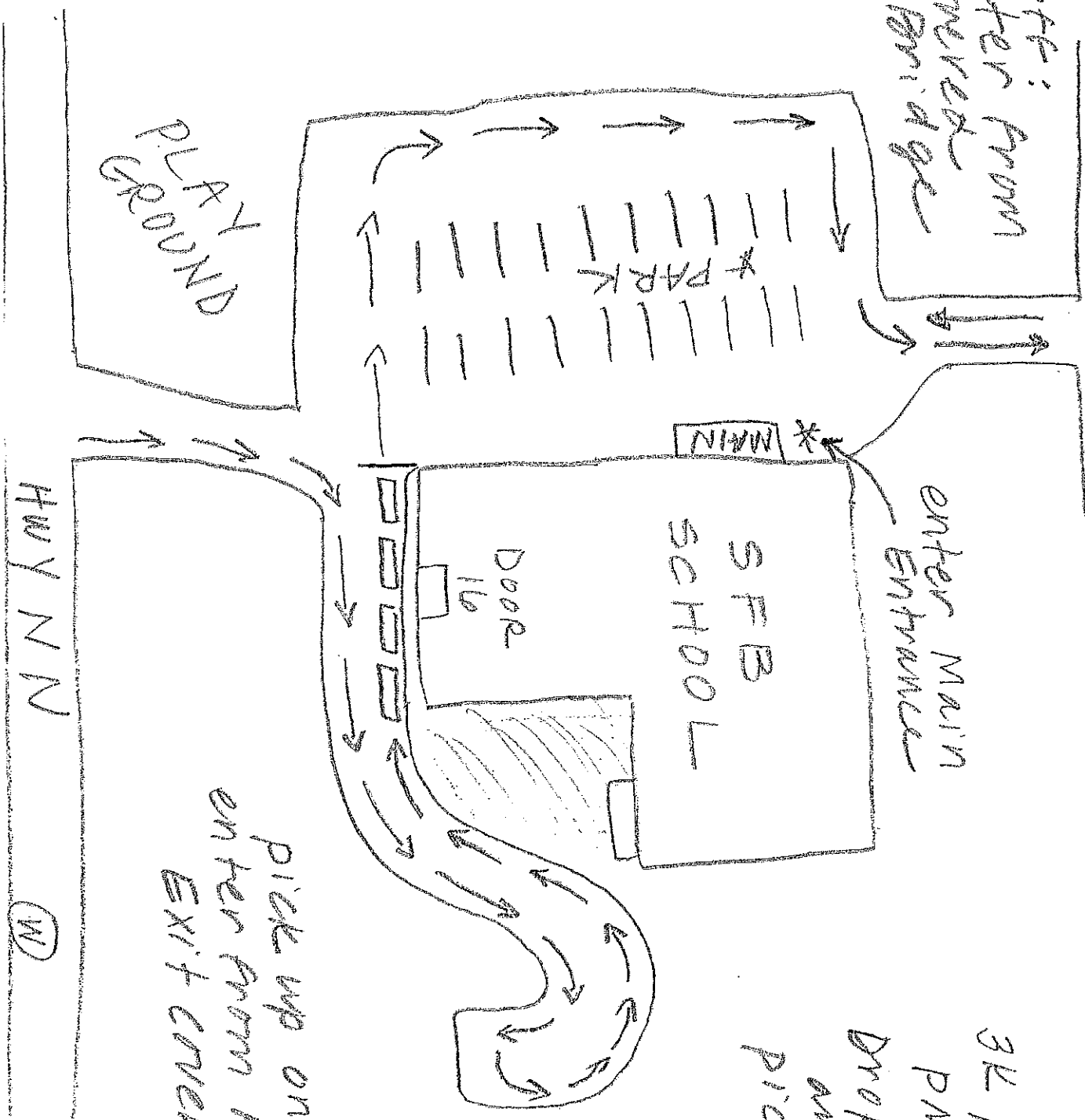
(W)

3E / 4K
PM

Drop off
and
pick up

Pick up only
enter from HWY NN
EXIT Covered Bridge

(S)



5K Pick Up and Drop Off

Morning Drop Off Routine

- Drop off time to begin at 8:20 AM
- Enter off of HWY NN with the rest of traffic, make **first immediate right** into the designated preschool drop off circle.
- Proceed to the end of the driveway, turn around and pull up to the yellow painted line. (see map)
- Cars may **ONLY** park on the side closest to the building
- Children **MUST** exit the vehicle from the **sidewalk side**
- Health Screening Form needs to be completed prior to getting in the car drop off line. A teacher will be at the door to verify.
- Four families may exit their cars at one time. After students are dropped at the door, the next 4 cars pull forward and those families may begin to exit their car.
- 5K students must put on their mask before getting out of the car.

Pick Up Routine

- Dismissal will begin at 11:20 AM and 3:20 PM.
- Enter off of HWY NN with the rest of traffic, make **first immediate right** into the designated preschool drop off circle.
- Proceed to the end of the driveway, turn around and pull up to the yellow painted line. (see map)
- Please make sure your name sign is up against the window on the passenger side. Have it showing as soon as you pull into the line.
- Cars may **ONLY** park on the side closest to the building.
- Children **MUST** enter the vehicle from the **sidewalk side**.
- Get out of the car and quickly assist your child in their seat.

Exiting the Parking Lot:

- Use caution as you enter/exit the preschool driveway, as you will be crossing over the incoming traffic pattern.
- Do NOT make the left turn out to NN, rather, please proceed NORTH (past the large playground structure) through the back of the parking lot and exit at the NORTH end of the parking lot onto COVERED BRIDGE ROAD.
- Always watch for children.

**** See map on reverse side ****

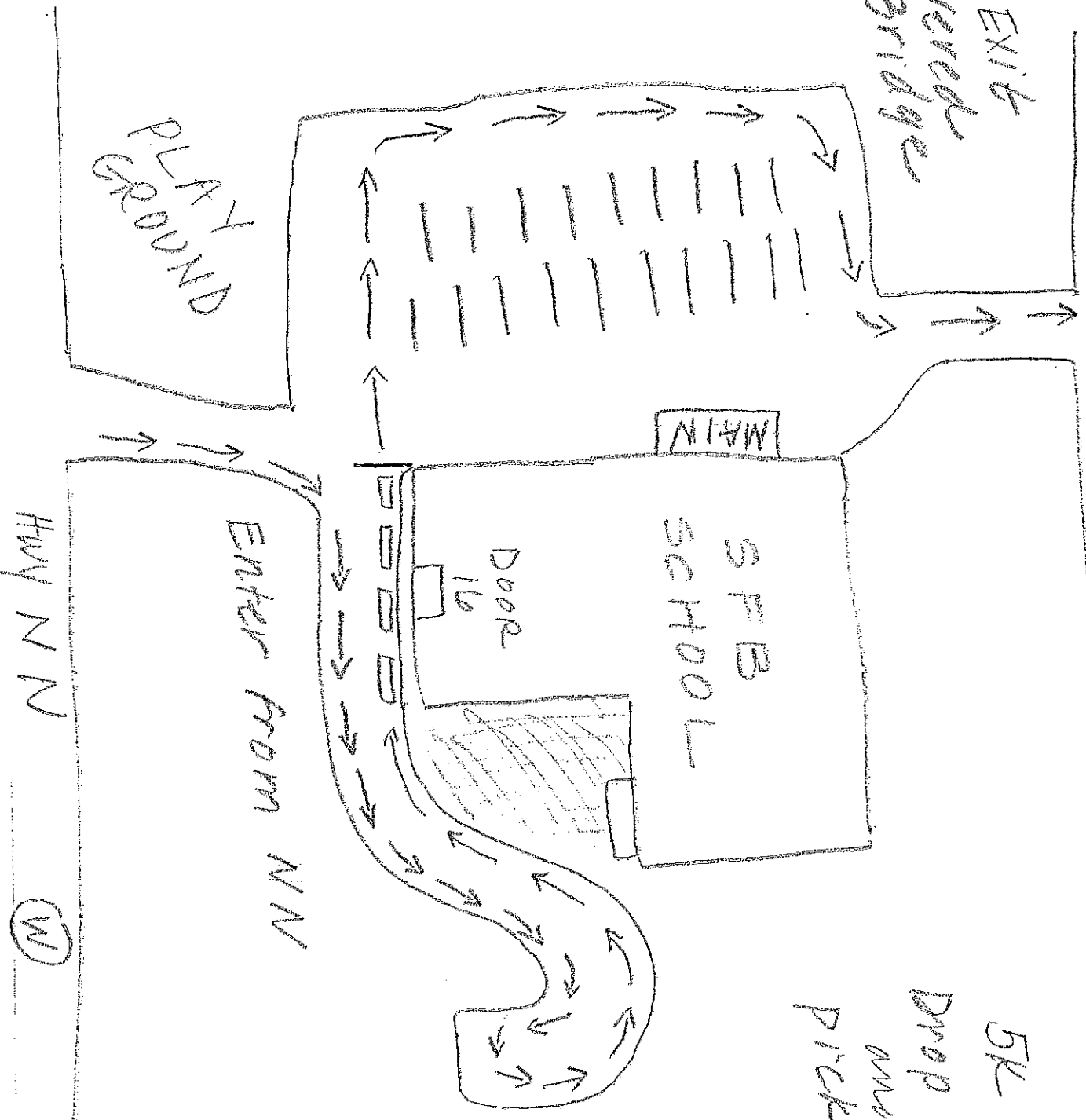
(E)

Covered Bridge Rd

EXIT
Covered
Bridge

5K
Drop off
and
pick up

(S)



(N)

Hwy N N

(W)

HEAD LICE PROCEDURES

Guidelines for Students Infested with Head Lice/Nits

- a. When a student is suspected to have head lice or nits, the parent/guardian will be contacted to arrange for the student to be transported home.
- b. An Ozaukee County Public Health Department fact sheet on lice treatment will be given to the parent/guardian.
 - i. It is the responsibility of the student's parent/guardian to confirm if the child does have lice, to administer the proper treatment and to remove all nits from the student's hair.
 - ii. It is necessary that the parent/guardian monitor the student daily for at least two weeks for any signs of re-infestation (nits or live lice).
- c. Upon completion of the treatment and nit removal, the student may return to school.
- d. In the event of a confirmed case of head lice, the school will notify all parents stating the information and encouraging them to take appropriate steps for their children.

1112: External and Internal Communication

New avenues should continually be sought to improve relations and communications with all segments of the parish/network/school and to expand contacts with audiences not typically reached. Administrators may make use of media as deemed necessary, such as the internet, radio, television, and videos, to inform the community about the operation of the parish/school in a manner reflective of mission and goals.

In order to ensure the integrity and quality of the information being delivered, only a designated parish/network/school representative shall maintain external communication channels on behalf of the parish/network/school. School administrators or designated staff must approve communications, such as announcements, posters, and flyers which may be sponsored by an outside organization but directed to their parish/school community.

To protect the privacy of students, staff, and families, each parish/school should establish policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and parish/school families. For inclusion in directories, permission is not required. However, schools must notify parents/guardians of eligible students about directory information and allow a reasonable time to request the school not disclose directory information about them.

All official pictures and recordings taken at events and activities of a parish/school by staff/volunteers remain the property of the parish/school. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. Media recordings of parish/school activities can be subpoenaed as evidence in a lawsuit.

Unauthorized websites, blogs, social network sites, direct mailings, and use of the parish/school name and/or logo are not permitted.

Parish/network/school communications may not be used for partisan political messages or paid advertising. Association, representation, or endorsement of or by any political candidate, party, or campaign, whether actual, inferred, or implied is prohibited.

See the Archdiocese of Milwaukee [Social Media & Digital Communications Policy](#) for additional recommendations and guidelines.

Media Request Standard Procedure

All media requests must go through the Archdiocesan Communications Office. The Communications Director will assess the media request, ascertain deadline, and promise to respond to media requests as soon as possible. The Communications Director will then contact the appropriate person(s), e.g., pastor, administrator, etc., to explain the request and determine the willingness of each person to participate in the media process. Ideally, the Communications Director is a facilitator and serves as an intermediary to gather information and set up optimal conditions for successful media relationships and coverage. Once the details have been worked out, the Communications Director will put the two parties in contact with one another. Certain media requests will entail having the Communications Director present, although this is not foreseen in the majority of cases.

Parishes, schools, and ministries seeking coverage by major news outlets should coordinate with the Archdiocesan Communications Office before initiating contact (with the exception of events submitted for inclusion in community or event calendar

Sensitive or Controversial Issues

Any external communication from a parish/network/school office regarding controversial issues or serious incidents must be approved by the pastor/parish director/president/administrator and follow archdiocesan guidelines.

All inquiries from television and radio stations, newspapers, websites, or blogs regarding sensitive or controversial topics must be referred immediately to the Archdiocesan Communications Office and the employee's pastor, president, principal, or supervisor. The Director of Communications will consult with archdiocesan leadership and legal staff, if appropriate, to draft a suitable statement.

Such matters may include, but are not limited to, the following:

- Lawsuits pending litigation or issues that could significantly expose the Archdiocese to litigation
- Personnel issues, including potential assignments, hiring, or firing decisions
- Allegations of criminal activity or misconduct by lay staff, teachers, school employees, volunteers, or clergy such as theft, sexual abuse, and drug abuse
- Specific legislative or political issues on which the U.S. Conference of Catholic Bishops, Wisconsin Catholic Conference, or Archdiocese have taken a position
- Parish financial affairs or fiscal policies or operations, such as budgeting or insurance coverage

Breaking News

In the event of breaking news, reporters and news trucks should not be allowed on parish property or within parish/school facilities without the expressed authorization from the pastor/school administrator.

Parish/network/school facilities are private property. As such, a pastor, president, principal, or facility manager has the right to ask reporters to leave the premises.

The Communications Office should be consulted when journalists come to a parish/network/school facility without a prior appointment and/or request comments.

Parish/network/school staff must behave in a professional manner when dealing with the media, as words and actions may be recorded and could be aired or published as part of a news report.

ADOPTED: 5/13/1975; REVISED: 7/2/2020

6161.2: Acceptable Use of Technology

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

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

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

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

Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.
- The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking others
 - Tampering with or damaging computers, computer systems, or networks
 - Violating copyright laws and plagiarism
 - Using another's password
 - Trespassing in another's folders, work, or files
 - Wasting limited resources
 - Employing the network for personal financial or commercial gain
 - Circumventing security measures on parish/school or remote computers or networks
 - Disclosing, using, or disseminating personal identification information regarding minors without authorization

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

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

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

Personal Electronic Devices

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

It is the user's responsibility to:

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

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

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker

rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

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

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

Guidelines for Use of Social Media

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

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

Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.

[Download Form 6161.2 \(c\) Parent/Guardian Opt-Out of Digital Communications Form](#)

- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the Social Media & Digital Communications Policy.

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

ADOPTED: 5/5/1998; REVISED: 7/2/2020

Anti-Bullying Policy

St. Francis Borgia Catholic School has a Zero Tolerance Policy regarding bullying. As a Catholic Christian school, all individuals have the right to a bully free environment.

Bullying at St. Francis Borgia may be defined as an intentional, repetitive, power-based behavior. It could include, but is not limited to:

Threatening or insulting a student

Physical aggression

Holding someone down

Making jokes about an individual

Purposely ignoring someone

Name-calling

Making unfriendly gestures

Spreading rumors about an individual

Sending texts, e-mails, or social networking to do any of the above

All adult individuals in our school community have the responsibility to come to the aid of anyone who is being bullied. Students have the responsibility to report any bullying to the adult on duty or the school Principal.

Every incident of bullying, no matter how small, will result in an age appropriate consequence according to the severity of the incident.

Rev. 8-02
Rev. 4-10
Rev. 8-12
Rev. 7-16

5131.1: Bullying and Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

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

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

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

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

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

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

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

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

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken.

Appropriate action could include, but is not limited to:

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

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

ADOPTED: 4/14/1987; REVISED: 7/31/2015

5144: Discipline

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

Disciplinary Plans

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

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

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

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

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

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

Probation

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

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

Suspension

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

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

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

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

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

Expulsion

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

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

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

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

Expulsion Procedures

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

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee. In a network, the Chief Academic Officer, or equivalent, is present for the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

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

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/network/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/network/school 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), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

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

- Counseling with a student or group of students
- Conferences with a parent or group of parents

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

ADOPTED: 3/2/1990; REVISED: 7/2/2020



St. Francis Borgia Catholic School Grievance Procedure for Student Issues

Prior to moving to a formal grievance procedure the following steps should have been followed:

- 1st Level: parent and teacher meet (at the either's request)
- 2nd Level: parent, teacher and principal meet
- 3rd Level: parent, teacher, principal and pastor meet

If a satisfactory result has not occurred the grievance procedure is as follows:

A grievance which is not raised in a timely manner (generally this should not exceed ten days) will be deemed to be waived.

Written Appeal to the Pastor

The parent or guardian shall promptly submit in writing to the Pastor a letter including the following information:

- The nature of the grievance
- Against whom the grievance is directed
- Any factual data, other than hearsay, which the parent of guardian deems appropriate
- Recommendations for appropriate resolution of the grievance

Once the written grievance is received by the Pastor he may attempt to resolve the grievance in one of the following manners:

- The Pastor will convene the parties and attempt to resolve the grievance. (Disputes in which the pastor is the immediate supervisor begin here.)
- The Pastor may direct the Parish Grievance Committee to proceed with its review of the grievance and submit its recommendation to him.



ST. FRANCIS BORGIA
CATHOLIC SCHOOL

A Parent's Guide to Standards-Based Assessment, Grading, and Reporting



A Message to Parents

The Second Vatican Council highlighted the value of Catholic education in the life of the Church and its fundamental mission to spread the Gospel. While our society often places competition and academic excellence above the development of a student's moral and intellectual excellence, our Catholic schools have an essential obligation to provide our students with more than just a rigorous academic curriculum to prepare them for high school, college, and beyond. Catholic education must also prepare students to take their place in society as disciples of Christ; instilling in them a sense of service and challenging them to live the Gospel through daily interactions with all whom they come in contact.

Children and their learning are 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 enhance 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 picture of the whole child: academic skills and knowledge as well as non-academic areas such as effort and behavior.

A standards-based reporting system will provide a more accurate indication of academic progress and is designed to present information so that intervention or enrichment strategies can be applied to help each child learn and to honor the dignity of each student as a child of God.

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OVERVIEW: KEY UNDERSTANDINGS AND DEFINITIONS

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

There are two types of assessment: formative and summative. The ***National Standards and Benchmarks for Effective Catholic Schools**** define formative and summative assessment as follows:

- **Formative:** Demonstrated learning by the student; the instructional process that provides ongoing, growth-producing feedback that informs and supports improved teaching and learning.
- **Summative:** Demonstration of proficiency in knowledge and skills at the end of a period of instruction.

*Ozar, L. A., & Weitzel-O'Neill, P. (Eds.). (2012). National standards and benchmarks for effective Catholic Elementary and Secondary schools. Chicago, IL: Loyola University Chicago, Center for Catholic School Effectiveness.

Assessment serves three purposes:

1. Provides a **defined measurement of student growth and achievement over a designated time period**. The level of student performance necessary to achieve mastery is clearly defined and understood by both the student and the teacher prior to the end of the designated time period. These assessments are **summative**.
2. Provides both the student and teacher with reliable **feedback of the student's growth and achievement of mastery** at any given time during the process and throughout the duration of the learning experiences. These assessments are **formative**.
3. Provides **feedback and data on the student's growth and achievement of mastery** to the teacher to guide and differentiate the instructional practices, strategies, and experiences the student engages in during the designated learning period.

WHY STANDARDS-BASED GRADING?

Standards-based grading is based on the principle that grades should **convey how well students have achieved standards**. In other words, grades are not about what students *earn*; they are about what students *learn*. Brookhart, S.M. (2011). "Starting the Conversation About Grading." *Educational Leadership*, 69(3), 10-14.

A traditional grading system reduces everything that a student does to a single letter grade, making it neither timely nor actionable. Standards-based instruction, assessment, and grading has the potential to provide a rich array of information on a student's academic progress.

There are several advantages of standards-based assessment, grading, and reporting:

- It ensures consistent expectations across grade levels.
- It helps teachers and students focus on the standards in their learning activities.
- Assessments are aligned to standards and provide evidence of what a student knows and/or can do.
- It provides feedback as to a student's proficiency level allowing the teacher to better individualize instruction.
- It provides parents with valuable information on how their child is progressing on the critical concepts and skills of the grade level as well as individual standards.

Research has shown that letter grades do not motivate students to learn. On the contrary, research has found three consistent effects of using and, especially, emphasizing the importance of letter or number grades:

1. Grades tend to reduce students' interest in the learning itself. Research in the field of motivational psychology has found that the more people are rewarded for doing something, the more they tend to lose interest in whatever they had to do to get the reward (Kohn, 1993). Thus, it shouldn't be surprising that when students are told they'll need to know something for a test or, more generally, that something they're about to do will count for a grade, they are likely to come to view that task (or book or idea) as a chore.
2. Grades tend to reduce students' preference for challenging tasks. Students of all ages who have been led to concentrate on getting a good grade are likely to pick the easiest possible assignment if given a choice (Harter, 1978; Harter and Guzman, 1986; Kage, 1991; Milton et al., 1986). If there is more pressure to get an A, then there is less inclination to truly challenge oneself. Thus, students who cut corners may not be lazy as much as rational; they are adapting to an environment where good grades, not intellectual exploration, are what counts.

3. Grades tend to reduce the quality of students' thinking. Given that students may lose interest in what they're learning as a result of grades, it makes sense that they're also apt to think less deeply. One series of studies, for example, found that students given numerical grades were significantly less creative than those who received qualitative feedback but no grades. The more the task required creative thinking, in fact, the worse the performance of students who knew they were going to be graded. Providing students with comments in addition to a grade didn't help; the highest achievement occurred only when comments were given instead of numerical scores (Butler, 1987; Butler, 1988; Butler and Nisan, 1986).

Intrinsic motivation is the most powerful kind of motivation. When students are involved in the learning process by knowing their strengths and where they need to improve, they can work with their teachers and parents to set meaningful goals of excellence, strive to achieve the goals, and experience success.

This is an excellent video explaining what was discussed in this section:

[Eliminating Points and Averages](#)



STANDARDS-BASED INSTRUCTION

Instruction is focused on standards within our courses of study including appropriate and meaningful activities that engage the student in the learning process. Students focus on true mastery of a topic or skill and teachers focus on teaching standards that every student must learn. Each lesson taught is connected to a standard, and learning targets along the way mark progress toward meeting the standard. Learning targets are clear and opportunities to meet them are varied.

CURRICULUM STANDARDS

Curriculum standard statements are concise, written descriptions of what students are expected to know and be able to do at a specific grade level. The curriculum in all content areas is aligned with corresponding state/national standards. All coursework is tied to standards, which are meant to prepare students for success in high school to ensure that they are college and career ready. The curriculum for all content areas is available at:

[CURRICULUM GUIDELINES FOR PARENTS](#)

PRIORITY AND SUPPORTING STANDARDS

Priority standards refer to a subset of all learning standards that educators in the Archdiocese of Milwaukee have determined to be the highest priority or most important for all students to learn. These are the standards that appear on the report card because they represent information that needs to be communicated to parents on a regular basis. It is important to note that priority standards do not preclude the teaching of the supporting standards. When you log into your school's student information system, you will see both priority and supporting standards, but only progress on the priority standards will appear on the report card.

STANDARDS-BASED ASSESSMENT

Students know in advance what they will need to learn, and they will have more than one opportunity to show they have met the standard. Teachers will use both informal (formative) and formal (summative) assessment to measure progress. Formative is assessment *for learning* and is characterized by direct and constructive feedback. Summative is assessment *of learning* and is designed to provide information or evidence about achievement of standards. Assessments can include portfolios, projects, quizzes, tests and daily assignments. Students will have multiple assessment opportunities –and different assessment options – to demonstrate their understanding of the standards. All assessment items are aligned to standards and determination of mastery is defined and communicated to the student prior to the student taking any summative assessment.

EVIDENCE OF ACHIEVEMENT

Students are graded based on the evidence of achievement. This evidence can come from a variety of sources. Regardless of the source, students must be given the freedom to try and fail because that is integral to the learning process. When considering evidence, teachers give priority to the most recent and most comprehensive evidence.

STANDARDS-BASED GRADING AND REPORTING

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 for report cards and progress reports is to give parents, teachers and students a clear picture of a child's academic progress and growth in relationship to archdiocesan standards. Grades are determined by analyzing the evidence of learning (see **Evidence of Achievement** above) and each student's work is measured against the standard, not against the performance of other students.

In assessing the whole child, two separate categories will be reported:

- Academic achievement, which is an accurate evaluation of what a student knows and is able to demonstrate.
- Success Indicators, which describe the actions and behaviors that support achievement.

GRADING AND REPORTING

GRADING

The Archdiocese of Milwaukee uses **scoring guides** to clearly define learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. These scoring guides help students and parents understand the level of mastery they have achieved at any given time.

Level 1 would only apply to students who lack even the most basic knowledge in a given standard. This could include a student who has learning challenges identified in a Service Plan or IEP.

Level 2 is the grade given when a student is not at the mastery level, but working on the necessary vocabulary and learning targets identified in the scoring guide. A student remains at Level 2 until they have demonstrated full mastery of the priority standard(s) being assessed.

Level 3 is the grade given when a student has demonstrated proficiency on a given standard. It is important that a student is given more than one opportunity to provide evidence of mastery before the priority standard is given a grade on the report card. These assessments are summative in nature, but don't necessarily require a formal written test. The most recent and comprehensive evidence is given the greatest consideration when determining a grade.




Level 4 represents an understanding and application of knowledge at a level beyond what is expected at a given grade level. In the Archdiocese of Milwaukee, Level 4 appears on the Proficiency Scale beginning in grade 4. It is important to understand what level 4 means:

Level 4 is:	Level 4 is not:
High on Bloom's Taxonomy or DOK level	An "A"
Beyond what is taught in the classroom	Extra credit
Something most students do not attain	A reward for non-academic factors
Often a result of high ability, high interest, or high background knowledge	The teacher's instructional focus





REPORTING

The **Proficiency Scale** communicates the level at which students are able to demonstrate understanding and application of concepts and skills aligned with grade level standards on the report card.

Grades 1-3 Proficiency Scale

	<p>3 Proficient</p>	<ul style="list-style-type: none"> ● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
	<p>2 Developing</p>	<ul style="list-style-type: none"> ● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning activities without assistance.
	<p>1 Emerging</p>	<ul style="list-style-type: none"> ● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

Grades 4-8 Proficiency Scale

	<p>4 Advanced</p>	<ul style="list-style-type: none"> ● Student demonstrates understanding of concepts and skills extending beyond grade level standards. ● Student can independently complete self-directed studies.
	<p>3 Proficient</p>	<ul style="list-style-type: none"> ● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
	<p>2 Developing</p>	<ul style="list-style-type: none"> ● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning tasks without assistance.
	<p>1 Emerging</p>	<ul style="list-style-type: none"> ● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

SUCCESS INDICATORS

Behavioral attributes and characteristics play a significant role in learning and are closely linked with academic progress and success. It is important to place work habits and behaviors on an equal footing with academic success. Reporting and teaching the behaviors and skills needed to be successful and productive citizens grounded in the Catholic faith are a priority. They should, however, be reported out separately. By including *Success Indicators* as a separate reporting category, teachers can more honestly communicate about such matters 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 and provide guidance in identifying areas of strength and areas in need of attention.

These *Success Indicators* will be part of the 2020-21 report card revision.

Student as Learner:

- Transitions effectively between activities.
- Demonstrates persistence in learning tasks.
- Collaborates effectively to achieve defined outcomes.
- Accepts and applies constructive feedback.
- Completes learning tasks efficiently and independently.
- Engages in learning in various settings.
- Sets goals and monitors progress.

Student as Citizen:

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

Student as Disciple:

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

HIGH SCHOOL AND STANDARDS-BASED GRADING

Will my child be prepared for college if the high school uses a traditional grading system?

As far as preparing students for colleges and universities (or high school), clearly the best preparation that any school can offer is to engage students in a rigorous and challenging curriculum and then do what is possible to guarantee that students master what that curriculum includes.

“A standards-based report card identifies the specific learning goals within the curriculum so that appropriate rigor can be ensured. It also communicates more detailed information about higher levels of success. These distinct benefits serve to prepare students well, no matter what type of learning environment they enter after they leave school.” (Guskey & Bailey 2010)

“Schools use grades because it’s one of those things somebody once decided on and now everybody goes along with it. I don’t know where it started, but I know where it stops - in the real world. You don’t see supervisors telling their employees, ‘Great job, I’m going to give you an A.’ Or, ‘You really screwed up here; that’s a C-.’ No, in the real world, adults get real feedback and indications of where they need improvement.” (Littky & Grabelle 2004)

Identifying one’s strengths and weaknesses as a learner, being self-motivated to meet course objectives, developing strong study habits, and mastering course standards are all aspects of standards-based assessment, grading, and reporting that will help students in high school and beyond.

If students meet the standards in grades 6-8, what grades can they expect in high school?

The grades that students receive in high school will depend upon the degree to which they meet their teachers’ communicated expectations. Students who meet grade level content standards in grades 6-8 and practice developing scholarly skills, reflected by the success indicators such as taking responsibility and attending to detail, are on track to perform very well and receive good grades in high school. Historically, students who pay attention, study, and produce quality work find educational, career, and personal success no matter what the grading system.



ASBESTOS EXCLUSION CERTIFICATION FORM
(NEW CONSTRUCTION & ADDITIONS ONLY)

In compliance with AHERA Part 763 "Asbestos, Subpart E "Asbestos Containing Materials in Schools", Section 763.99 "Exclusions" paragraph (a) (7),

I Groth Design Group Architect of record for
(Architect)

St. Francis Borgia School
(Facility Name)

2382994, located in Cedarburg, WI
(State Project Numbers) (School System Name)

and completed on 7/1/2015, hereby certify that to the best of my
(Completion Date)

knowledge no Asbestos Containing Building Material (ACBM) was specified as a building material in any construction document, nor was any ACBM building material installed in

this project.



Groth Design Group

(Architectural Firm)


(Signature of Architect)

12/11/15
(Date)

272995
(Wisconsin Architectural License Number)

 
(Seal and Signature)