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*4K Students will only come to school at their appointed screening time. The first day of class for 4K students is Tuesday, September 3.

** 5K Students will only come to school at their appointed screening time. The first day of class for 5K students is Friday, August 31.

*** Change was made to Monday, February 25th and Friday, April 5th.

Please note that due to occasional circumstances beyond our control, dates may be subject to change. Please continue to consult the school website or OptionC for calendar updates.

(2/7/19)
### 2018-2019
### SCHOOL FACULTY /STAFF

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<tbody>
<tr>
<td>Parish Administrator</td>
<td>Fr. Patrick Burns</td>
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<tr>
<td>Principal</td>
<td>Mrs. Kelly Swietlik</td>
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<tr>
<td>Building Leadership Team</td>
<td>Mrs. Mona Knopf</td>
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<tr>
<td></td>
<td>Mrs. Sandy Rath</td>
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<tr>
<td></td>
<td>Mrs. Beth Stecklein</td>
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<tr>
<td>Administrative Assistant</td>
<td>Mrs. Courtney Haggerty</td>
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<tr>
<td>Secretary</td>
<td>Mrs. Jill Curran</td>
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<tr>
<td>Secretary</td>
<td>Mrs. Terri Zeddies</td>
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<tr>
<td>Development/Marketing/Fundraising</td>
<td>Mrs. Krista Callaghan</td>
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<tr>
<td>3K</td>
<td>Mrs. Karin Kinzel</td>
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<tr>
<td>3K Aide</td>
<td>Mrs. Mary Meyer</td>
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<tr>
<td>4K</td>
<td>Mrs. Clare Tenpenny</td>
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<tr>
<td>4K Aide AM</td>
<td>Mrs. Jill Gallogly</td>
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<td>4K Aide PM</td>
<td>Mrs. Susan Knoelke</td>
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<tr>
<td>5K A</td>
<td>Mrs. Mona Knopf</td>
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<td>5K Aide</td>
<td>Mrs. Renetta Klumpyan</td>
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<td>5K B</td>
<td>Mrs. Jennifer Bewalda</td>
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<td>5K B Aide</td>
<td>Mrs. Nicole Monet</td>
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<td>Mrs. Sandy Rath</td>
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<td>Mrs. Kimberly Kramer</td>
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<tr>
<td>2 A</td>
<td>Mrs. Barb Snell</td>
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<td>2 B</td>
<td>Mrs. Danielle Wilde</td>
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<tr>
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<td>Mrs. Kimberly Stuhlreyer</td>
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<td>Mrs. Melanie Parker</td>
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<tr>
<td>4 A</td>
<td>Mrs. Susan Schreiner</td>
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<td>4 B</td>
<td>Mrs. Laurie Zahn</td>
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<tr>
<td>5 A AM</td>
<td>Mrs. Joanne Fritz</td>
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<tr>
<td>5 A PM</td>
<td>Mrs. Connie Weiland</td>
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<tr>
<td>5 B</td>
<td>Mrs. Suzanne Grabon</td>
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<tr>
<td>6 A Homeroom</td>
<td>Ms. Faith Stecker</td>
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<tr>
<td>6th Gr. Social Studies</td>
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<tr>
<td>6th &amp; 7th Gr. Religion</td>
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6 B Homeroom
Upper School Science
Mr. Michael Collins

7 A Homeroom
6th & 7th Gr. English
7th Gr. Reading
Mrs. Mary Beth Szymborski

7 B Homeroom
Upper School Math
Algebra & Geometry
Mr. Christopher Karpin

8 A Homeroom
8th Gr. Religion
7th & 8th Gr. Social Studies
Mrs. Elizabeth Stecklein

8 B Homeroom AM
8th Gr. Language Arts
Mrs. Georgia Stenz

8 B Homeroom PM
6th Gr. Reading
Mrs. Moira Paul

Student Success Center
Reading Specialist
Ms. Allison Hoefs
Mrs. Moira Paul

5th – 8th Gr. Spanish
Ms. Consuelo Canseco

Art: Grade 5K-8th
Mrs. Mary Stephan

Music
Mr. Ector Rodriguez

Physical Education
Mrs. Nancy Martins

Librarian/Media Specialist
Mrs. Kimberly Stuhlreyer

STEM Coordinator
Technology Teacher
Ms. Taylor Seidl

Band
Mr. Gaye Murphy

5-8th Gr. Computers

Extended Care Director
Ms. Sharon Nead

Extended Care Providers:
Mrs. Rita Ammon
Ms. Anna Chojnacki
Mrs. Jennifer Lewis
Mrs. Linda Nelson
Mrs. Margaret Schiesl
Mrs. Alexandra Rosas-Schultze
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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

Our mission at St. Francis Borgia School Catholic School is to provide educational opportunities in a religious environment that emphasize the individual differences and learning styles of our students. Through incorporating the basic foundations of our Catholic faith and challenging academics, we empower our students for success in their future education and as Catholic citizens of our society and world.

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 students' 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 1 ½ 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: 8:25 am
- 5K All Day – 8th: 8:40 am - 3:25 pm
- 5K AM: 8:40 am - 11:25 am
- 3K/4K AM: 8:40 am - 11:25 am
- 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 3:40 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 is not responsible for supervision before 8:15 A.M. 3K and 4K parents are asked to escort their children to their classroom and stay with them until 8:25 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 or the reception desk 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.

**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, the Father-Daughter Dance, the Mother-Daughter Luncheon, and the Eighth Grade Graduation Dance.
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
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.

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.

COMMUNICATION

General Communication
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:

1. **1st Level:** parent and teacher meet (at either’s request)
2. **2nd Level:** parent, teacher, and principal meet
3. **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.

**School Communication – 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. A copy of this policy is available in the school office.

**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.

As children often get confused, please provide the office with a written schedule of any custody/visitation schedules. 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). 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 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**
**Grades 5K - 4th**  Green plaid uniform jumper
**Grade 4th**  Girls can wear green plaid uniform jumper or skirt.
**Grades 5th –8th**  Green plaid uniform skirt.

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 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 or sweater vests may be worn.

**Sweatshirts:** 5K-8th grade students may wear approved SFB 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.

**Skorts:** 5K–4th grade girls may also wear a solid navy skort during shorts season only.
Gym Uniforms: Gym uniforms are required of all students in 3rd through 8th grade.

- **3rd through 7th Grade:** Any dark colored athletic shorts of appropriate length and the SFB gym uniform t-shirt.
- **8th Grade:** Any dark colored athletic shorts of appropriate length and any formerly approved SFB gym or Spiritwear shirt **OR** the new SFB gym uniform t-shirt.

The gym uniform t-shirt 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.

It is the principal's discretion to make decisions as to appropriateness of uniform, hair and accessories.
EMERGENCY SCHOOL CLOSING
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 have a late start time.
- 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, you may come and pick them up.

Revised 2/07/2019
FAMILY LIFE PROGRAM
Our Curriculum includes the Family Life Program, a program on Christian sexuality. Students in grades 5-8 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 is determined by the Education Committee and is approved by the Pastoral Council. 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.

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.

FIELD TRIPS

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 trip.

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.

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 Education Committee in advance. No new fundraisers may be added without their approval.

GRADING SCALE FOR GRADES 4TH- 8TH
The following scale is used for grading both student homework and test results:

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<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100</td>
<td>A+</td>
</tr>
<tr>
<td>99 – 95</td>
<td>A</td>
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<tr>
<td>94 – 93</td>
<td>A-</td>
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<td>92 – 90</td>
<td>B+</td>
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<td>89 – 87</td>
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<td>86 – 85</td>
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<td>71 – 70</td>
<td>D-</td>
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<td>69 – 0</td>
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</tbody>
</table>

Parents of children in grades 3K through 3rd should talk to their child's individual teachers for their grading policy.

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 parent volunteers 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 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 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 classroom work and 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)**

<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K-5K</td>
<td>0-15 minutes</td>
</tr>
<tr>
<td>Primary</td>
<td>15-30 minutes</td>
</tr>
<tr>
<td>Intermediate</td>
<td>30-60 minutes</td>
</tr>
<tr>
<td>Upper School</td>
<td>60-90 minutes</td>
</tr>
</tbody>
</table>

Homework is not ordinarily assigned over weekends and holidays.

**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 /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.

**LUNCH**

**Hot Lunch Program**
Hot lunch is available to students in grades 5K-8 and to children participating in our Extended Care Program. Lunch is prepared by 4 P’s in a Pod, a private catering company located in Waukesha, Wisconsin. Children's lunches must be ordered in advance. Information regarding this program was e-mailed to school families in July. The ordering link for 4 P's in a Pod is: [http://4psinapod.h1.hotlunchonline.net/signin](http://4psinapod.h1.hotlunchonline.net/signin).

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

**LITURGICAL WORSHIP**
Generally, students in grades 5K-8 attend Mass every Friday, as well as Holy Days, etc.

**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.

**MIDWEST TALENT SEARCH**
Each year we encourage qualifying students to take part in the Midwest Talent Search. Student participation must meet the following criteria:

1. Students must be in the 7th or 8th grade. (Highly able 6th graders may be invited to test.)
2. Students MUST have scored at the 95th percentile or better on a nationally normed standardized achievement or aptitude test. Scores will be accepted in the following categories: (You need to qualify in only one area.)
   a. Mathematics-total math section, math concepts, or total quantitative aptitude (not math computation) OR
   b. Verbal-reading comprehension, total reading, total verbal, or vocabulary (not spelling) OR
   c. Total Composite Test Battery Score

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

Milk for students in grades 5K-8 and those attending our Extended Care Program is available for a fee.
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 though their Scrip purchases. Any sales from May 1 through April 30 will be applied.

Volunteer Hours
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.

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 responsibility is 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.

**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 11:45-12:30 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.

**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 premises.
• 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 encouraged to monitor their children’s progress on OptionC (Our student data management system).

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 temperature 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 the 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.

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

**STAFFING PROCEDURES**

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, which is a discussion with parent, teachers, literacy coordinator, special education teacher, principal and private counselor (if a child is seeing one), takes place to determine a plan. Listed below some typical strategies used:
   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. recommendation for any combination of the above
3. Programming for the child is dependent upon the findings of the evaluation.
   a. continual programming with necessary adjustments at St. Francis Borgia School
   b. placement of child in another setting
4. 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.

We ask that parents not approach teachers requesting work, work sheets, or assignments to be done over the summer months. 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.

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 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 must be sent to the school office. If 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 3:00 p.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.*

**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.
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 and date 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.
• Failure to have homework done or assignment books and tests signed will be addressed in several ways:
  1. Unfinished or missing homework, when possible, will be completed at recess.
  2. Otherwise, a loss of 5 minutes during recess will result. The missing or late work will be due the next day if it cannot be completed during recess.
  3. Unsigned tests or assignment notebooks will result in a 5 minute loss of recess.
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
Homework is expected to be turned in on time. Failure to do so will result in a late assignment notice being given. This is to be taken home and signed by the parent. Completed homework is to be turned in the following school day, along with the parents’ signature on the late assignment notice.

Grade 4 Homework Buddy Policy
Each student must have a HOMEWORK BUDDY to keep track of assignments and pick up worksheets in case of absence. The Homework Buddy will fill out an ABSENCE MAKE-UP WORKSHEET for the absent student. It is the absent student’s responsibility to take this sheet to each teacher to schedule time for make-up work/tests. Each teacher will sign this sheet when the work for their class has been completed. After all teachers have signed off, the ABSENCE MAKE-UP SHEET should be given to the homeroom teacher. Work that is not made up during the specified time becomes LATE, and the regular rules for late work will then apply.

Per trimester grading period:
- 3 late assignments notices will result in a lunch consequence.
- 6 late assignment notices will result in a lunch detention, which will be recorded on the report card.
- 9 late assignment notices will result in after school detention, 3:30-4:15 PM, which will be recorded on the report card.
- Each additional 3 consecutive late assignment notices will result in another after school detention.

GRADE 5

Expectations for grades 1 through 4 still apply.

Behavior
Students are expected to have respectable behavior. The consequence of behavior that is not respectable varies from putting a student’s name on the board to issuing a detention, depending on the severity of the behavior.

Class Work and Homework Policy
Work is expected to be completed on time. Failure to do so will result in a demerit to be taken home and signed by the parent. Completed work is to be turned in the following school day, along with the parent’s signature on the demerit.
Test/Quizzes are to be signed by a parent. Failure to do so will result in a demerit.

Students are to be prepared for class. If not, a five-minute loss of recess will result. Work is to be completed thoroughly and neatly. If this expectation is not met, the work will be redone during recess.

**Grade 5 Homework Buddy Policy**
Each student must have a HOMEWORK BUDDY to keep track of assignments and pick up worksheets in case of absence. The Homework Buddy will fill out an ABSENCE MAKE-UP WORKSHEET for the absent student. It is the absent student’s responsibility to take this sheet to each teacher to schedule time for make-up work/tests. Each teacher will sign this sheet when the work for their class has been completed. After all teachers have signed off, the ABSENCE MAKE-UP SHEET should be given to the homeroom teacher. Work that is not made up during the specified time becomes LATE, and the regular rules for late work will then apply.

**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**.

These standards and rules represent the school's expectations of our students: every effort will be 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.
- Be respectful of other people's property.

**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.

Grades 6-8 Homework Buddy Policy
Each student must have a HOMEWORK BUDDY to keep track of assignments and pick up worksheets in case of absence. The Homework Buddy will fill out an ABSENCE MAKE-UP WORKSHEET for the absent student. It is the absent student’s responsibility to take this sheet to each teacher to schedule time for make-up work/tests. Each teacher will sign this sheet when the work for their class has been completed. After all teachers have signed off, the ABSENCE MAKE-UP SHEET should be given to the homeroom teacher. Work that is not made up during the specified time becomes LATE, and the regular rules for late work will then apply.

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, such as composition and projects.
SFB Upper School Policy on Absences
The student has as much time to make up the missing work as he/she was absent – up to a maximum of one week. Students have one week to make-up work after returning from vacation.

When the student returns to school, he/she is expected to be able to work with the regular assigned class work. If there is a serious or prolonged illness or family situation, please ask for a joint conference with all Upper School teachers so we can work out an equitable program for the student. If an injury has been involved, please send a list of limitations for the school office with the student on the day he/she returns.
ST. FRANCIS BORGIA CATHOLIC SCHOOL

APPENDIX

- Drop-Off & Dismissal Procedures
- Head Lice Procedures
- Archdiocesan Computer & Telecommunications Acceptable Use Policy
- Parent Commitment Hours Form
- Anti-Bullying Policy
- Probation, Suspension & Expulsion (Archdiocesan Policy)
- Archdiocesan Attendance Policy
- Asbestos Exclusion Letter
St. Francis Borgia Catholic School
Drop-off/Dismissal Procedure
**Morning Drop Off procedure**

- Parents may enter parking lot from Covered Bridge Road or NN
- Once in the parking lot, all traffic moves in counter clockwise pattern only.
- Children are dropped off in the sidewalk safety zone only.
  - Pull as far ahead as possible
  - Children can only exit the car and go to the sidewalk
  - This is a drop-off zone only. You must move after your child(ren) exit the vehicle.
  - Do not drive around the car in front of you. Wait for the car to move before you do.
  - If you need to park your car after dropping off and enter the school, please follow traffic pattern to enter Parent Parking lot
    - **Only exception to this drop off procedure is to park and walk in with your child(ren)**
- No parking between basketball hoops
- **There is no 2-way traffic in the lane closest to the safety zone (no exceptions)**
- You may exit on either road, but you must follow traffic patterns to exit on NN
Afternoon Pick-up Procedure

• Please stage in 3 rows between basketball hoops
• After buses leave, Row 1 will move into sidewalk safety zone. First car will pull ahead as far as possible. First car in Row 2 will follow the last car in Row 1 and fill safety zone.
• Once you pick-up your child(ren), wait for the car in front of you to leave. Do not leave early.
• If you need to exit the parking lot on NN, please circle around the far lane of the parking lot.
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.
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 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. Users 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 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 or Employee Acceptable Use Form before being permitted access.

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

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

Personal Electronic Devices

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, 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 school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

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

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on school grounds, at school events, or on school 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 school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.
The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when 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 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/school’s intended use of a social networking site. Parents must be invited to have access to this site.
- Staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
- Staff is not to post any pictures of students on any social media sites for personal use.
- 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.
- Tagging a photo with a student’s full name and/or personal information is prohibited.
- Administrators will review and regularly monitor all comments and posting. Any inappropriate content 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.

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 administrator regarding inappropriate use of social media is final.
Parent/School Commitment Program

Record Sheet

Name: _____________________________________________________________

Address: _________________________________________________________

_________________________________________________________________

Phone: ___________________________________________________________

Please keep an accurate record of the hours you have worked. Round the
minutes to the nearest quarter hour and record in the appropriate column (non-
fundraising or fundraising). Hours are to be submitted by **April 30th, 2018**. Hours
volunteered are non-transferable and cannot be “gifted” to another family.
Please see the Parent/Student Handbook for volunteer hour requirements.

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Please scan form to Marisa Nora
marisa.anne.nora@gmail.com
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.
5144: Discipline

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 that to insure objectivity. Members from various sources within the parish/school may include former trustees, 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. Members of the School Board are not appropriate committee members.

- 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.

- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- 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
• 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/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator 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.

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/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

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: 4/22
5113: Absence/Tardiness

In accordance with the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five (5) days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten (10) or more days in the school year.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

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

The following are considered excused absences:

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

The following are examples of unexcused absences:

- Working
- Babysitting
- Car trouble
- Oversleeping, running late, or missed bus

Students must be allowed to complete the work missed during an absence. Students who are absent from school are not allowed to participate in after school or evening activities.

ADOPTED: 7/31/2014

***In addition, vacations are considered unexcused absences.
In compliance with AHERA Part 763 "Asbestos, Subpart E "Asbestos Containing Materials in Schools", Section 763.99 "Exclusions" paragraph (a) (7),

Groth Design Group Architect of record for

St. Francis Borgia School

Facility Name

2382994, located in Cedarburg, WI

State Project Numbers School System Name

and completed on 7/1/2015,

Completion Date hereby certify that to the best of my

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 Group Number

Seal and Signature
This form acknowledges that the parent/guardian and students of St. Francis Borgia Catholic School have read, discussed and agree to abide by the policies and behavioral expectations of St. Francis Borgia Catholic School as described in the Parent and Student Handbook. The handbook was distributed via e-mail to all school families, and may also be accessed by logging on to the school’s student information system, OptionC, or on the school’s website at: www.sfbschool.org. For families without internet access, a copy may be obtained in the school office.

It is required that parents and all students (grades 3K –8th grade) sign this form. For students in grades 3K-5K, parents may print the child’s name. Students in grades 1-8 are to sign their own names.

FAMILY LAST NAME: ____________________________________________
(Please Print)

PARENT SIGNATURE: ____________________________________________

PARENT SIGNATURE: ____________________________________________

STUDENT SIGNATURE: __________________________________________

STUDENT SIGNATURE: __________________________________________

STUDENT SIGNATURE: __________________________________________

STUDENT SIGNATURE: __________________________________________

STUDENT SIGNATURE: __________________________________________

DATE: ____________________________________________