

ST. ELIZABETH ANN SETON CATHOLIC SCHOOL

Parent/Student Handbook 2019-2020



Website

www.sheboyganseton.org

**Dr. Stephanie Nardi, Principal
(nardis@sheboyganseton.org)**



814 Superior Avenue
Sheboygan, WI 53081
920-452-1571
920-208-4371 (fax)

ITEM	PAGES
Welcome From Principal	4
Mission, Vision and Philosophy	5
Faculty Listing	6
Admissions Policy & Procedures	7
Admission Policies, Registration, Tuition Fees, Non-payment, Tuition Assistance, Non-Payment, Scrip Tuition Credit	
School Days	9
Academic Structure, Recess, Mass, Early Release, School Cancellation,	
Absence/Attendance	10
Absence & Attendance Policies, Extended Absences, Tardiness, Truancy	
Arrival and Pick Up, Bussing	13
Arrival and Pick Up, Bus Conduct, Bicycles And Rollerblades	
Academics and Curriculum	15
Accreditation, Curriculum, Religious Education, Physical Education/Uniforms, Field Trips & Community Service, Homework, Grading, Math Acceleration Eligibility, Retention	
Parent/Teacher Communication	20
Office, Parental Concerns, Email Contacts, School Communications, Conferences, Web Page	
Special Auxiliary Services	21
Special Needs Students, Title I	
Lunch	21
Playground Policies	23
Playground Safety and Rules, PBIS Playground Expectations, General Rules, Winter Rules, Injuries	
Dress Code & Uniform Policy	24
Safety Policies	27
School & Student Safety, ALICE, Gun Free School Zone, Search & Seizure, Visitors, Pets, Service Animals, Fire and Tornado Drills, Safeguarding, Child Abuse	
Student Health	30
Asbestos, Injury or Illness, Medications, Immunization Requirements	
Discipline Policies & PBIS	32
Student Records and Confidentiality	36
Student Information Changes, Student Records, Lockers & Personal Property, Media Release	
Technology	37
Personal Electronic Devices and Cell Phones	
Use of School Building	38
Building Use, Damage to School Property	

School Organizations	38
Home & School, School Board	
Student Organizations/Programs/Clubs	39
Extra-Curricular Activities, Band, Student Council, Community Service, Athletics	
Parent Participation and Volunteering	43
Rights and Responsibilities, Code of Conduct, Parent Participation, Volunteering, Parent Education Programs	
Student Life & Additional School Day Policies	46
Social Functions, Graduation, Books, Library, Movies, Telephone Use, Cell Phones, Wearable Devices, Party Invites, Money Collected	
Grievance Procedures	47
Special Events & School Fundraisers	48
Sales – Student Participation, Mane Event, Scrip	
School Management	49

Dear St. Elizabeth Ann Seton Catholic School Families:

Welcome to the 2018-2019 school Year! We are thrilled that you have chosen St. Elizabeth Ann Seton to educate your child. We can assure you that you have made an excellent decision.

The staff at St. Elizabeth Ann Seton consists of extremely dedicated individuals who are here to ensure that your child/children leave St. Elizabeth Ann Seton with a great understanding of who they are as one of God's children, an outstanding academic foundation, and a call to serve those around us in need.

At St. Elizabeth Ann Seton, we pride ourselves on the characteristics that make St. Elizabeth Ann Seton stand out among the rest. Here at Seton, the students, staff, and families have:

Faith. *As members of a faith community, we give of our time and effort to help others. This is taught both as an expression of faith and good citizenship.*

Virtue. *The entire Seton Community works on building a personal relationship with God shown by our example, our attitude, our service to others, our values, and our interactions with all whom we come in contact. Seton students, staff, and families are one.*

Family. *Students are held to very high academic standards and supported by their parents and our staff to reach their highest potential. Our school is a special place steeped in a tradition of excellence and service to others.*

At St. Elizabeth Ann Seton, we encourage students to hold themselves to extremely high standards. As a staff, we expect that our students can accomplish whatever goals they have set for themselves now and in the future.

This guidebook contains information that will be pertinent all year. Please keep it accessible so that you can refer to it as needed. St. Elizabeth Ann Seton does have the right to modify or revoke any policy at any time. Please stop in if you ever have any questions or concerns. I am looking forward to this year and working with you and your child/children.

Sincerely,

*Dr. Stephanie Nardi
Principal*

MISSION STATEMENT/VISION/PHILOSOPHY AND GOALS

MISSION STATEMENT

With Jesus as our model, St. Elizabeth Ann Seton Catholic School's mission is to guide each individual student to God. We believe in creating a religious environment with an academic challenge by providing our students with the tenets of our Catholic faith in order to grow successfully as Catholic citizens in society. We believe the education process must reflect a Catholic faith presence shown by our example, attitudes, service, values, and interactions with all whom we come in contact.

MISSION STATEMENT GOALS

Message:

1. To acknowledge that we are a community forming active lifelong Catholics to respond to the Gospel message based on Sacred Scripture and Catholic traditions.
2. To guide students to reach their full potential as individuals created in the image of God.

Prayer/Worship:

1. To create a spiritual environment through prayer and service.
2. To actively participate in worship, sacraments, prayer, and Catholic traditions to nurture a lifelong relationship with God.

Community:

1. To develop an understanding that we are Children of God learning respect for all of God's creation by modeling His values and serving His people.
2. To act as Jesus. We practice respect, acceptance, love, peace and justice for all of God's creation.

Service:

1. To continually nurture Christian virtues by offering opportunities to serve others through selfless actions.
2. To increase awareness of our responsibility to all creation.

VISION STATEMENT - Seton Catholic School creates a Catholic environment in which all children can grow to their full potential as individuals created in God's image and assists them to direct their gifts toward building God's kingdom. We educate with the conviction that the world can be changed through the transformation of persons. Together we help our children learn what it means to exemplify, in words and action, the gospel values of peace, justice and compassion for one another.

PHILOSOPHY STATEMENT - Seton Catholic School is dedicated to teaching that we share in Christ's mission to proclaim the good news of God's kingdom. We make Christ visible through sharing our love, faith and hope and building a place of unity in our diverse world.

PHILOSOPHY GOALS

- To develop a positive Christian self-concept that is defined by experiencing social and moral values in a Catholic environment.
- To develop curriculum that encourages all children to reach their intellectual potential.
- To create an academic environment that instills a love of learning by all, teachers, students, and families.
- To enhance strong, physical, and mental well-being in our students through curriculum and extracurricular activities.
- To provide an atmosphere of high expectation that challenges each individual. We promote a confidence to become a lifelong learner, maintaining and strengthening a healthy and secure school community.
- To create a broad partnership with school, home, church, community and world for our school.

**ADMINISTRATION & FACULTY EMAIL ADDRESSES
ST. ELIZABETH ANN SETON CATHOLIC SCHOOL
2019-2020**

Administration & Office

Pastor	Fr. Matthew Widder	widderm@catholicnorth.org
Associate Pastor	Fr. Norberto Sandoval	sandovaln@catholicnorth.org
Principal	Dr. Stephanie Nardi	nardis@sheboyganseton.org
Finance/Employee Benefits	Monique Castillo	castillom@sheboyganseton.org
Reception/Parent Advocate	Briana Verdin	verdinb@sheboyganseton.org
Lunchroom Supervisor	Laura Ehrenreich	ehrenreichl@sheboyganseton.org

Email Addresses

Teachers

Intervention	Amy Adamavich	adamavicha@sheboyganseton.org
4 Yr. Kindergarten	Janell Nielsen	nielsenj@sheboyganseton.org
Kindergarten	Angela Nienhuis	nienhuisa@sheboyganseton.org
First Grade	Melissa TeWinkle	tewinklem@sheboyganseton.org
Second Grade	Julie Walker	walkerj@sheboyganseton.org
Third Grade	Ashley Mertes	mertesa@sheboyganseton.org
Fourth Grade	Molly Steinacker	steinackerm@sheboyganseton.org
Fifth Grade	Mary Gruber	gruberm@sheboyganseton.org
Sixth Grade	Sherri Ploeckelman	ploeckelmans@sheboyganseton.org
Seventh Grade	Claire Steckbauer	steckbauerc@sheboyganseton.org
Eighth Grade	Amy O'Connor	oconnora@sheboyganseton.org
Art	Lori Ritmiller	ritmillerl@sheboyganseton.org
Music	Julie Engman	engmanj@sheboyganseton.org
Phy. Ed./Tech Support	Jeff Cole	colej@sheboyganseton.org

ADMISSIONS POLICY AND PROCEDURES

ADMISSIONS POLICY

Milwaukee Archdiocese policy concerning admittance of new pupils to Catholic schools states:

“The school respects the dignity of the child and his/her right to an education in a Catholic school. Neither race nor nationality is to prevent a child from being accepted in the Catholic school. Children of other religions may be accepted unless attendance would cause conflict for the child because of the unique religious philosophy of the Catholic school.”

New students who apply for entrance into Seton Catholic School and who meet the following criteria shall be accepted regardless of race and national origin.

1. Students entering our 3PK program must be 3 years old by September 1.
2. Students entering our 4PK program must be 4 years old by September 1.
3. Students entering our Kindergarten program must be 5 years old by September 1.
4. All children must be toilet trained. The need for pull-ups is not considered toilet trained.
5. Students must meet Wisconsin state health requirements.

The grade placement will be determined by the student’s age and his/her successful completion of previous coursework.

The following will be used as a guideline for class enrollment. However, final enrollment numbers for each class will be at the discretion of the pastor designate and school board.

* Pre-Kindergarten	20 (with an aide at 12)
* Kindergarten	25 (with an aide at 20)
* First and Second	25
* Three through Fifth	25
* Sixth through Eighth	25

Preference on registration will be given in this order:

Grades PK through 8

1. Students currently enrolled
2. Siblings of students enrolled
3. Parish students
4. First come/first served basis

After the early registration deadline, enrollment is open on a first come/first served basis.

New Students Entering Seton Catholic School

Prospective parents and transfer students new to our Catholic school system may be interviewed by school personnel to determine if the student’s needs can be met at school. Previous school records may be reviewed prior to admission. After a probationary period of one calendar year

from the date of enrollment, the student's performance will be reviewed by school personnel to determine if the student should remain at Seton Catholic School. The student may participate in extracurricular activities during this probationary period (subject to extracurricular policies).

Early Admissions Policy

A child applying for early admission must pass stringent standards determined by the State of Wisconsin and the local public school. Testing by the Early Learning Center may be required.

Enrollment into the program will then be determined by space availability. After all age appropriate children requesting enrollment have been satisfied, and the admission policy of the school has been followed, early admission will be considered.

Admission is considered to be on a trial basis. If within a reasonable time the child does not adjust to the school situation, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

REGISTRATION

Registration will begin after Catholic Schools Week. Registration forms will be sent home for existing families to register first. A non-refundable registration deposit will be determined by the school board by the time of registration.

TUITION FEES

Seton Catholic School is subsidized by St. Dominic, Holy Name of Jesus, and St. Clement Parishes. It is, therefore, a moral obligation of families in Seton Catholic School to contribute regularly and according to their ability to their respective parish. The cost of one child's education is approximately \$7,200. Anyone able to contribute more than the charged fee can and should do so through parish support or direct contributions to the school.

Seton Catholic School uses the FACTS Tuition Payment Plan. FACTS is an automated bank payment plan with several payment options:

1. Payment in full - Due July 28th (no fee)
2. Semester payment through FACTS - Due August and February (\$10 annual fee)
3. Quarterly payment through FACTS - Due July, October, January, and April (\$41 annual fee)
4. Monthly payments through FACTS - June through May (\$41 annual fee)

Consequences for non-payment of tuition will be carried out. Information regarding school tuition rates are available in the school office. Information on tuition balances can also be obtained through the school office or on FACTS.

NON-PAYMENT OF TUITION

Tuition payments are essential to the functioning of St. Elizabeth Ann Seton School. Non-payment of tuition hinders the maintenance of both our resources and staff. The cost of one child's education is approximately \$7,200. In the event of tuition non-payment, the following

steps will be followed by the administration. An unpaid tuition balance at the end of the school year forfeits the families right to register for the following school year.

1. Notification by email of non-payment with a request for response and payment.
2. Notification by mail and/or Friday Folder of non-payment with a request for response and payment.
3. Notification by certified mail of non-payment with a request for response and payment.
4. Account balance sent to collections. This step forfeits the families right to register for the following school year.

TUITION ASSISTANCE

Families who have difficulty paying the established tuition can apply for financial assistance. Income tax records are needed for all forms. Contact the school office for information.

SCRIP TUITION CREDIT

Scrip is a gift card program which allows for a percentage of the purchase cost to come back to the family in the form of a tuition credit. A percentage of our profits are also used by Home & School to fund various events. Gift cards can be purchased in our school office, after Mass at our supporting churches, or on-line. As an added convenience, order forms can also be sent to school in the morning with your student. These orders will be filled and sent home with your child at the end of the school day. Special carrier envelopes are provided. Contact the school office to set up this option.

SCHOOL DAYS

ACADEMIC STRUCTURE

Seton Catholic School consists of students from pre-kindergarten through eighth grade. Pre-kindergarten students are half-day or full-day students. The students in grades 6- 8 change classrooms.

Daily Schedule

7:30	Front doors open. Children may wait in the foyer.
7:45	First bell- students may enter the classroom.
7:55	Beginning bell - classes begin for all students 4K through 8 th Grade. Students will be marked tardy if not in their classroom at the 7:55 bell. Announcements, prayer & Pledge of Allegiance
11:00	Dismissal of 4K half-day students
11:00-1:00	Lunch and recess (times vary by grade level)
3:00	Dismissal – Monday through Friday
3:00-3:15	Playground is supervised for pick-up

The school is not open to students before 7:30. At 7:30am, students who are dropped off can enter the main doors on Superior Avenue and wait in the foyer until 7:45. Students may not be dropped off before 7:30am as there will be no supervision and our doors will be locked. Drop off time begins at 7:30am and school begins at 7:55am.

RECESS

Decisions to have outside recess during cold weather will depend upon the temperature and wind chill factor. Always dress your child for outside recess.

MASS

Our all school Mass is held on Tuesday mornings at 8:15am at Holy Name of Jesus Church. Students participate in all Masses. Everyone is welcome. Watch the calendar for any changes.

EARLY RELEASE

Scheduled early release days are from 7:55am until 12:30pm unless otherwise noted in the Friday Folder.

CANCELLATION/CLOSING OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. If severe weather occurs while school is in session, the procedure is to follow the decision of the Sheboygan Public Schools as to whether or not to remain open.

Every practical means is used to notify parents of an impending cancellation. If school is called off or cancelled, the principal will send a phone call and text Remind (to those registered for this service) to each school family and will state the status of the school day. In the unusual circumstances where school must be cancelled during the school day, teachers will determine that all students have satisfactory transportation to their home before releasing them from school. If cancellation is necessary due to inclement weather conditions, Seton Catholic School will close when the Sheboygan Area School District announces closing of the public schools. Announcements will be made on the radio and TV beginning at 6 a.m. Please tune in to any of the local radio stations or television channels 4 or 6 for information on delays or closing. You can also find cancellations on the school website (<http://sheboyganseton.org>) and Facebook. **If there is a two-hour delay due to weather conditions, any morning only 4K students do not attend.**

It is always the parents' right to keep their child at home if they feel that roads are unsafe to travel on. In the event that school is closed due to inclement weather, all athletic and extracurricular activities will also be canceled for the day.

ATTENDANCE

ABSENCES/ATTENDANCE (revised 6/19) Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Absenteeism creates a genuine hardship for the student. We ask that parents make every effort to make sure their children are in attendance on a regular

basis.

A student arriving after 10:00am or leaving before 1:00pm will be considered absent one-half day. Students arriving after 7:55am or leaving before the end of the school day **must have their parents sign them in or out in the school office.**

If a student is to be absent from school, parents must call the office by 7:55am to report the absence and state the reason. If no phone call is received, the secretary will attempt to contact the parents. If no contact with the parent is possible, the school will attempt to contact the names on the emergency phone listing for that child. A note must accompany the child to school on the day of his/her return if no contact has been made.

The following are excused absences:

- Personal illness
- Death in the family
- Special medical appointments that cannot be scheduled after school hours (documentation from the medical office required)

The following are examples of unexcused absences:

- Family vacations
- Working
- Babysitting
- Car trouble
- Oversleeping, running late, missed bus

Extended illnesses of five or more days require a written verification from the doctor. Frequent or pattern-like absences may result in review for possible retention. In compliance with WI State Statute 118.15, a child may not be excused from school by a parent for more than five days in a semester. Pupils continually absent or tardy without sufficient cause may be referred to a social worker.

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.

A student must be in school attendance no later than 10 am on the day he/she participates in an extracurricular activity. The student must be in attendance the remainder of the school day. If a student has a doctor's excuse prohibiting participation in physical education class, he/she will not be permitted to participate in athletics. Students who are absent from school are not allowed to participate in after school or evening activities. It is the responsibility of the student to make up all homework after an absence or illness.

EXTENDED ABSENCES (revised 6/19) It is strongly recommended that all absences due to vacations, not illness, coincide with regular school holidays. However, if this is unavoidable, please follow these guidelines:

1. The student is responsible to get a list of all missed assignments from all teachers upon his/her return to school.
2. The student has one day for every day missed to make up all assignments.

Assignments may be asked for ahead of time, only if the student's request allows the teacher enough time to prepare it. It is the responsibility of the parent to ensure that the student's work is made up according to the above requests and the teacher's wishes.

TARDINESS (revised 6/19) It is the shared responsibility of the home and school to assist students to develop the highly desirable habits of punctuality and attendance. **Any child who arrives at his/her classroom after the 7:55am bell is considered tardy.** S/he must first report to the school office to obtain a tardy slip to present to the classroom teacher. Parents must remember to allow enough time for the student to enter the school building and walk to his/her classroom.

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. Students arriving in the classroom after 7:55am and before 10:00am will be considered unexcused tardy, **except if they had a doctor appointment documented by a note from the medical office.** Any other reason will be considered unexcused. Whenever possible such appointments should be scheduled outside of school hours. **Students who are tardy must have parents come to the office to sign them in.**

Excessive tardiness is very disruptive and may result in loss of privileges, probation, and/or expulsion. In addition, it may be cause for retention.

We work very hard to ensure that your child receives the best education possible. We cannot do that if your child is not in school — on time, every day, when your child is healthy.

In order to ensure our students continued success, students who arrive late to school...

- first time in a quarter they will be given a warning by their teacher,
- second tardy in a quarter they will stay 10 minutes after school with the teacher,
- third tardy in a quarter they will stay 20 minutes after school with the teacher,
- fourth tardy or more tardy in a quarter, they will stay 30 minutes after school with the teacher.

If a student arrives to school late 5 or more times in a quarter, he/she will also lose extracurricular privileges for the remainder of that quarter. If no change occurs, we will move toward a truancy citation in accordance with our state and local laws.

TRUANCY (revised 6/19) Wisconsin students between the ages of six and eighteen are expected to attend school regularly (full time) in compliance with Wisconsin law. Attendance is a key factor for successful school achievement. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester can be considered habitually truant. In compliance with Wisconsin State Statute 118.15, **a child may not be excused from school by a parent for more than ten days in a school year.** Truancy brings about the possibility of legal ramifications against the parent/guardian for non-compliance. Failure of a parent to notify the school of their child's absence will be considered unexcused and truant.

Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records.

ARRIVAL, PICK UP, BUSSING

ARRIVAL/PICK UP

When dropping off and picking up your children from school, we ask that you show extra care in front of school and on the playground. Always drop your children off on the school side of the street. A child may never cross the street in the middle of the block. They are to use the marked crosswalk at the corners.

For the safety of the students, all students in grades Kindergarten through 8 will leave the building using the back doors by the office or the front main doors. Half-day 4K students are dismissed from the front of the building through door 1 on Superior Avenue. If a parent needs to come into the building, they should enter through door 1 on Superior Avenue.

When picking up children on the playground at dismissal, please drive slowly onto the playground. **The drive through lane cannot be used for parking. It is only an entrance and an exit. No children should be entering a car in the drive through lane.** Children must be able to be seen by the staff person who is in charge of monitoring children at dismissal. Children in grades 5-8 may walk independently to parked cars in the playground at pick up. Younger students must be met behind the cones and walked by a guardian or older sibling in grades 5-8. Children not picked up by 3:15pm will be brought to the office and parent contacts will be made.

When dropping your child off or picking them up from school, **please do not park your car or leave your car running in front of school on Superior Avenue.** A bus zone for pick-up and drop off of students is designated on Superior Avenue and is not for cars. **Police may ticket you.** You may park your car on 8th or 9th streets and walk your child into the building if you so wish. **Parents of children in grades 1-8 should sign in at the office if they are entering the building during school hours.**

BUS SERVICE/CONDUCT

Limited bus service is available in some areas through special passes for city busses and through the Prigge Bus Company. You are asked to contact the school office for more specific information concerning bussing arrangements and qualifications. The bus will drop off students and pick students up on Superior Avenue in front of school.

The following rules have been established in order to ensure the safety of all students who ride the bus:

1. Cooperate with the bus driver at all times.
2. Keep hands, feet, and objects to yourself and out of the aisles.
3. No pushing, shoving, or fighting.
4. Keep all parts of the body and objects inside the bus. Bus windows may open only if authorized by the bus driver.
5. No swearing, rude gestures, or teasing anyone.
6. Talk in a quiet voice - no shouting.
7. Use only the bus stop assigned. Orderly behavior is expected at each stop.
8. Remain seated while the bus is in motion.
9. Refrain from throwing anything on the bus, out of the bus, or while waiting for the bus.
10. Be quiet when the bus is crossing railroad tracks.
11. No food or drink allowed once entering the bus.

Infractions of the above rules will be brought to the attention of the parents and school. Home/school cooperation is important in providing safe and efficient transportation. When student misconduct occurs on a bus, the driver shall report the specific behavior on an Unsatisfactory Bus Conduct Report, which shall be turned in to the principal within one school day. The principal shall review the report and take appropriate disciplinary action. For extreme cases, the driver may notify the police or sheriff and have a student removed from the bus.

Disciplinary Procedures:

1. On the first instance of misconduct on a bus, the principal speaks with the student and the parents are notified.
2. On any instance of misconduct on a bus that endangers others or causes property damage, or on repeated instances of other misconduct, a student may be denied bus transportation for 1 or more days. Parents are expected to provide other transportation to school for students suspended from the bus due to misconduct.

The above rules are formulated by Sheboygan Area School District. It is our duty to abide by them. Depending on the severity of the infraction, school policies regarding discipline will be followed.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, ETC.

Please remember that our city ordinances require the registration of all bicycles. In addition, we suggest that students record their bicycle serial numbers. Students need to obey all traffic regulations when traveling to and from school, which includes the wearing of helmets. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly marked and locked in the school's bike rack.

Rollerblading, etc. to school is permissible. However, roller blades, etc. must be removed as soon as student arrives. Use is not permitted once the student arrives on school property and is never used inside the building or on stairways. Shoes with wheels are not permitted.

ACADEMICS AND CURRICULUM

ACCREDITATION

St. Elizabeth Ann Seton Catholic School participates in a planning and accreditation process. We are accredited through the Archdiocese of Milwaukee's OSCYM (Office for Schools, Child, and Youth Ministries) and WRISA (Wisconsin Religious and Independent Schools Accreditation).

WRISA's three phase accreditation process provides school communities with the opportunity to explore every aspect of their school program, receive valuable feedback from a team of impartial professional educators, and develop a long range plan using the WRISA framework. Once accredited, schools file an annual report documenting that they are in compliance with the WRISA Standards and that they have made progress on their long range plan.

The standards of the OSCYM reflect the requirements for Catholic schools as stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, the policies and regulations for the OSCYM and the Wisconsin Department of Public Instruction.

Every year schools submit the Annual Standards for Accreditation form and the Personnel Standards form to the OSCYM for review by the Accreditation Review Board. Every seven years, schools submit documentation for the Accreditation Standards to the OSCYM. A team comprised of principals, teachers, and other qualified personnel, along with a resource staff of the OSFYM, visits the school and review the documentation of the Standards. The team will also review compliance with the WRISA criteria for accreditation. A yearly WRISA report is also due. We will continue to submit the Archdiocese and WRISA accreditation standard forms throughout the year.

CURRICULUM

Curriculum is what we teach and what we expect our students to learn. It identifies what students need to learn and be able to do for their life's success. It is a collaborative effort by the staff to reach standards, benchmarks and performance indicators. It specifies the details of the day-to-day instruction at Seton Catholic School. We provide a foundation for lifelong learning. We gather evidence of the success of our curriculum through various formative and summative assessments (for example: MAPS & WI Forward). The teachers contribute to the continuous development of our curriculum and the improvement of our instruction. Curriculum, instruction and assessment all need to be balanced and work together. It is our goal for students to attain or surpass grade level competencies.

The areas of learning covered at Seton Catholic School for grades 3K through 8 are reading, math, science, social studies, language arts, art, music, physical education, and most importantly religion, which is integrated into all of our subject areas. Grades 3 through 8 also study Spanish and grades K-3 have weekly guidance lessons. Seton Catholic School uses the state academic standards as a guide for developing our grade-by-grade level curriculum. The academic curriculum meets the requirements of the Wisconsin DPI and the Milwaukee Archdiocese Office of Education. Evaluation of the curriculum is an ongoing process that provides for continual updating. Information on curriculum and textbooks can be obtained in the school office.

Textbook evaluation is an ongoing examination by the faculty. Following State, Archdiocese and National Standard benchmarks, we evaluate our textbooks in light of the alignment for these standards.

RELIGIOUS EDUCATION

Preparation for the sacraments of Eucharist and Reconciliation will be a combined effort under the coordination of the Religious Education Directors.

All second grade children in Seton Catholic School and students in Religious Education will take part in the preparation for these sacraments during their respective religion class times. The celebration of the sacraments will be held in accordance with the guidelines of each parish.

Prayer is an important part of our daily life. Each school day begins with a prayer led by the principal, a teacher or a student. Prayers before lunch are said in each classroom. There is also a closing prayer at the end of the day. An all school Liturgy is celebrated every Tuesday at 8:15am. Liturgies are celebrated in a form meaningful to the age groups participating. Students are involved in all parts of the Mass. Music is an integral part of the liturgy. Parents are always welcome and are encouraged to celebrate the Eucharist with their child. On the first Friday of every month, the rosary is prayed in Holy Name of Jesus Church or the Reinl Center chapel. This devotion is led by parent/grandparent volunteers. All are welcome to attend. Teachers and staff are offered spiritual enrichment through training and in-service days both locally and through the Archdiocese. This training is called Sustaining the Mission.

PHYSICAL EDUCATION/UNIFORMS

The staff at Seton Catholic School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program.

Students in grades 4K through 3 must have a change of shoes. Students in grades 4 through 8 will need to purchase school gym uniforms. Parents will be assessed the cost of the uniform. Students should have an extra pair of tennis shoes for the gym. All tennis shoes must have non-marking soles.

FIELD TRIPS AND COMMUNITY SERVICE

6153: Field Trips and Community Service

Field trips, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Educational trips are a rich source of authentic learning for all students. Field trips and excursions are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

School and parish administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.*
- All educational trips and community service activities shall have appropriate approval.*
- Due regard shall be given to ensure the safety and security of participants.*
- Details of the trip shall be communicated to parents and the administration.*
- Written approval of parent or guardian is required for participation of students in field trips and community service activities.*
- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.*
- Students are not allowed to leave the field trip unless signed out and removed by a parent.*
- All chaperones must be 21 years of age or older and have completed Safeguarding All God's Family training.*

Whenever possible, commercial carrier or contracted transportation should be used for field trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, transportation requirements of the Archdiocese of Milwaukee and Catholic Mutual must be met.

School Field Trips

School field trips and community service shall provide learning activities related to the curriculum and educational objectives. The explicit purpose of the trip or activity and its

relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

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

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

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

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

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

Field trips within our city and to nearby points of interest are scheduled by classroom teachers throughout the school year and will follow the Archdiocesan policy listed above. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form for each trip as mandated by the Archdiocese. Teachers may request Safeguarding trained parent chaperones. Home and School sponsors one bus trip for each class. Parents are responsible for all fees involved in each field trip taken.

The 8th grade takes a school-sponsored trip to Washington, D.C. in May. Details for this trip are provided to the specific 8th grade parents to determine its feasibility each year.

HOMEWORK

Homework is a necessary part of learning. The purpose of homework is to enrich what is happening at school as well as reinforce and practice skills which have been taught. It is an extension of the learning that takes place in school. Homework can provide opportunities for independent study, research and creative thinking. It is not limited to pencil tasks and will attempt to integrate a number of learning options. READING (silently or aloud depending upon the age of your child) is encouraged as a vital family practice each evening. Also, parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Assignment books are required for grades 2-8 and are available from the homeroom teacher.

Students in grades one through three may be assigned 20-30 minutes of home study; those in

grades four and five may be assigned 45- 60 minutes of home study; students grades six through eight may be assigned 60–90 minutes of home study if the teachers feel it is necessary. Please note that this is merely a GUIDELINE. Since learning is an individual experience for each of us and study skills vary from student to student, the task at hand may require more or less time. Feel free to confer with your child’s teacher relative to the homework policy if any questions arise. Note that if your child is spending longer than the recommended time, you may want to set some clear limits and confer with your child’s teacher(s) for assistance in study skills and organization for your child.

Students or parents who return to the classroom for homework or any other items they need must come to the office and have a teacher go with them to the classroom. **Students and parents are not allowed into a classroom without a teacher present.** This protects the privacy of the students as well as the teacher.

GRADING

Students are graded on written work, classroom participation, and tests. Students receive report cards four times a year. Parents have timely access to their child’s grades via the online program

GRADING SCALE

93-100	A
85-92	B
77-84	C
70-76	D
Less than 70	U

- S Secure: Demonstrates a complete understanding and application
- P Progressing: Demonstrates a general understanding
- N Needs improvement: Demonstrates an inconsistent understanding

MATH ACCELERATION ELIGIBILITY

In certain circumstances, students show a need for accelerated programming in mathematics. If a student scores at the 95% or higher on the spring Measures of Academic Progress (MAP) Assessment in Mathematics, he or she is then eligible to take the end of year math assessment for the grade level he or she would be entering in the fall. If the student earns a 95% or higher on the end of year assessment, he or she would then be eligible to move into advanced math. This assessment may be taken one time for that academic year per student. Exceptions to the criteria for placement into advanced math are at the discretion of the principal with feedback from the classroom teacher.

RETENTION

Retention is repeating an academic year of school. Retention of a student will be done judiciously after considering grade standards, assessments and attendance as well as the many factors affecting academic progress. When retention seems likely, parents will be contacted prior to the end of the 3rd quarter.

PARENT/TEACHER COMMUNICATION

OFFICE

The school office will make every attempt to keep our families up to date with the most current information. Please email the office (verdinb@sheboyganseton.org) or call 452-1571 if you have any questions or concerns. The office is open from 7:30am until 3:30pm during the school year. The office will be closed during the year when school is not in session.

PARENTAL CONCERNS

See Code of Conduct for a Parent, Guardian, Caregiver, Volunteer, and Visitor. Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should bring the concern directly to the teacher through a phone call or email or by scheduling a meeting with the teacher(s) involved. Parents must sign in at the office when entering the building during school hours. **At no time should any parent drop in on a teacher unscheduled. This includes, but is not limited to before and after school times.**

EMAIL CONTACT

Important information or announcements will be sent via the email address provided to Seton Catholic School as needed.

Staff email addresses are available in this handbook and on the school website at www.sheboyganseton.org. Email addresses for Seton staff are their last name and first initial followed by @sheboyganseton.org.

SCHOOL COMMUNICATIONS

All newsletters will be posted on the school's website at www.sheboyganseton.org and sent to families via email. Important information concerning Seton Catholic School is issued every Friday.

Your oldest child is assigned as the family representative. Part of the responsibility of your child is bringing home the Friday folder punctually. The family blue envelope is to be returned to school the following Monday with prompt responses to the communications requested. This is our way of communicating to you and will often answer many of the questions you may have on what is happening at school and any calendar events. On occasion, some communications may be emailed to the address you have provided.

If language is a communication barrier for you, please let the office know as we do have staff who can relay information and help you communicate with other school staff.

CONFERENCES

Parent/Teacher/Student conferences are held twice a year. First quarter conferences are mandatory and are held at the end of the first quarter. Second quarter conferences can be requested by either the parent or the teacher. Parents will be notified as to when conferences are

scheduled. Students are encouraged to attend. Additional conferences may be requested by the parent or the teacher at any time during the school year.

At the middle school level, student-led conferences require that all students attend.

WEB PAGE

Seton Catholic School has a web site at www.sheboyganseton.org which includes information including the weekly newsletter, announcements, calendar information, lunch menu, etc. Direct links to teacher email addresses are also available.

SPECIAL AUXILIARY SERVICES

SPECIAL NEEDS STUDENTS

Students with special needs are evaluated by the professional staff at Seton Catholic School. Through public school testing and the IEP that follows, it may be determined that Seton Catholic School cannot service the child to the extent that is needed. A recommendation is made to the parents for educating their child. Parents are involved from the beginning of any evaluation of their child, and parents have to give final permission for placement of their child. Decisions will be made always keeping in mind what is the best placement for the child.

Students who are learning disabled or who have speech or language difficulties are eligible for a plan of service at our school.

TITLE I

A federally funded program, Title I, provides remedial services in reading and math to students who reside in districts designated by the federal government as economically deprived. The Title I teacher for Seton Catholic School is hired by the Sheboygan Area Public Schools on a part-time basis. Students are recommended for the program by the teacher. Parent permission is needed for enrollment.

LUNCH

Seton Catholic School provides a complete in-house lunch program that provides healthy and appealing meal choices. All meals are carefully selected to meet the nutritional requirements set by the USDA Food & Nutrition Service to support children's healthy development. Lunches are then carefully prepared in our own fully equipped kitchen and served in our lunchroom facilities. Our lunch program is approved by the State and falls under the Wisconsin Department of Public Instruction School Nutrition program. We are proud to offer this lunch program for a nominal charge to all students and staff members. Lunches are ordered in the student's homeroom at the beginning of each school day. Families are invited to eat with their children on any day that lunch is served, but the parent will need to inform the office by 8:45 a.m.

Seton Catholic school uses the USDA system of offer/versus served. Students have the option of taking three out of the five components of the lunch (fruit, vegetables, bread/grain, meat/meat alternative, and milk). One of those 3 components must be a fruit or vegetable. Each day, Seton

Catholic School offers 5 to 7 different kinds of fresh fruits and vegetables on the salad bar. Students are encouraged to take $\frac{3}{4}$ cup of fresh vegetables or $\frac{1}{2}$ cup of fresh fruit. Only when that requirement is not met, then the hot vegetable of the day will be put on their tray.

Seton Catholic School's lunch program offers Federal Funded assistance for students who qualify. Applications for free and reduced lunches are available in the school office, on the website: www.sheboyganseton.org and in the packet of information given out at the beginning of the year. All information provided to us is confidential, and is only used to determine eligibility. Applications can be turned in at any time of the school year. If eligible, families should return the completed form to the school office. If you have any questions, please contact Laura Ehrenreich. USDA is an equal opportunity provider and employer.

Seton Catholic School has a pay-ahead system. Any amount of money can be put into your child's lunch account. Make checks payable to Seton Catholic School Lunch Program. Students should never have a negative balance in their lunch accounts. Lunch account balances should be paid in full at the end of every academic quarter. As children use the lunch program, appropriate fees are deducted from their balance.

Student hot lunch (includes milk) is \$2.90 per day (Adult \$3.55 per day)
Milk \$0.45 per day

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal 24 Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

*(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue
SW Washington, D.C. 20250-9410;*

(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

Food Allergies

When a student has a severe food allergy and they cannot be near anyone eating that food product, we ask the members of his/her class to refrain from bringing that food product into the classroom. Our lunch program will be nut free for this school year because of a severe food allergy.

PLAYGROUND POLICIES

PLAYGROUND SAFETY AND RULES

The playground will be supervised during the morning, noon, and afternoon recesses. At least one adult is on the playground during regularly scheduled breaks. If there is inappropriate behavior occurring at recess, the person on duty will handle the discipline according to the school rules. The homeroom teacher will be notified. Should your child get injured on the playground while at lunch or at recess, he/she must contact the playground supervisor before entering the building.

The playground is not supervised in the morning before school or after 3:15 p.m. Students are expected to leave for home immediately following dismissal.

PBIS PLAYGROUND EXPECTATIONS

Be Respectful

- I take turns and share equipment.
- I solve problems peacefully and seek help when needed.

Be Responsible

- I am a good winner and a good loser.
- I line up promptly.

Be Safe

- I dress appropriately for the weather.
- I keep wood chips on the ground.
- I use equipment safely.
- I follow winter safety expectations.

GENERAL RULES

For the safety of every student, the playground supervisors must be able to see every child at all times. Students should be on the open playground area and not in secluded areas where the supervisor cannot see them. Recess time should be used to play. The playground supervisor will choose someone to hold the door when it's time to come in. When the bell rings the recess is over. Students should stop playing and line up according to their grade level. All balls are to be kept on the playground. Should a ball go over the fence, the child must tell a playground supervisor and the supervisor will retrieve it. If a ball goes on the roof, a janitor must retrieve it at a later time. Children are not to retrieve balls outside the fence or on a roof.

Not allowed:

- throwing wood chips
- climbing on top of monkey bars
- hanging on the fence or jumping over the fence
- playing on the railing or steps leading down to the science room
- playing on the back steps leading into the building or in the area between garages
- playing in the area near the school office windows or around/near/behind any trash cans where the child cannot be seen by recess supervision
- tackle football, pushing, or shoving
- improper language
- bullying, including fighting or play fighting
- retrieving balls from roof or over the fence (only adult can retrieve)

ADDITIONAL WINTER RULES

Boots and snow pants are required to play in the snow. If a child does not have boots or snow pants he/she will be asked to stay on the concrete. Please ensure your child has adequate winter clothing: i.e.; hats, mittens/gloves, boots, and snow pants.

Not allowed:

- playing king of the hill/pushing on the snow pile
- hanging from basketball hoops by the snow pile
- snowballs or throwing snow or ice chips
- eating snow or ice

INJURIES

Injuries must be immediately reported to a playground supervisor. If the injured student needs to come into the office for medical attention, the playground supervisor will radio the office that the student is coming in and then ask one other student to walk the injured child into the office. If there are bodily fluids, the supervisor will tend to the injury on the spot until the fluids stop enough so that the student can safely be brought to the office.

DRESS CODE AND UNIFORM POLICY

SETON CATHOLIC UNIFORM POLICY *(approved by School Board 3/20/14)*

Clothing worn to school should reflect the Christian values being taught at St. Elizabeth Ann Seton Catholic School. As a private school, St. Elizabeth Ann Seton reserves the right to determine appropriate attire and insists upon a norm of proper appearance for its students, faculty, and staff. St. Elizabeth Ann Seton promotes respect for and the dignity of each individual person, and believes that values are reflected in one's words and behaviors, including grooming and clothing. Our school expects students to represent themselves well at school, on field trips, at competitions, and at other school functions through appropriate attire and proper hygiene.

The cooperation of parents and students is necessary in observing the dress code. Ultimately, the parents are responsible for sending their child in clothes that represent cleanliness, safety,

modesty, and neatness. We want to take pride in our school and represent that pride in the Sheboygan community.

Unless specifically designated otherwise, all students in Kindergarten through Eighth grade should be dressed in the specified uniform every day. Uniforms are optional in K4. We have chosen Lands' End to be the vendor for our uniforms at St. Elizabeth Ann Seton. All uniform items must be purchased from them. Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code.

BOYS UNIFORM--- Grades K5-8

- Polo- Colors: Classic Navy, Light blue, and white. Short or long sleeve. Seton logo **required** on all polo shirts.
- Oxford- Colors: White or light blue. Short or long sleeve. Seton logo optional.
- Sweater- Sweater or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style **except** cargo. Colors: Khaki and Navy.
- Shorts - Any style **except** cargo. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Neck Tie- Optional. Color: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. Seton logo **required**.
- Fleece Vest – Seton logo **required**, Navy
- Belts- **Required for Grades 5-8** with pants that have belt loops. Colors: Clear blue plaid, navy blue, black or brown with simple buckle.

GIRLS UNIFORM--- Grades K5-5

- Polo- Colors: Regular, feminine fit, or Peter Pan collar. Navy, Light blue, and white. Short or long sleeve. Seton logo **required** on all polo shirts.
- Oxford- Colors: White or light blue. Short, ¾ length, or long sleeve. Seton logo optional.
- Sweater- Cardigan or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style **except** cargo. Colors: Khaki and Navy.
- Shorts- Any style **except** cargo. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Jumper- Plaid Jumper. Color: Clear blue plaid. Pleated Jumper, navy & khaki
- Skort- Colors: Clear blue plaid, Navy and Khaki.
- Neck Tie- Optional. Colors: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. Seton logo **required**.
- Fleece Vest – Seton logo **required**, Navy
- Ankle length leggings, knee socks, or tights are acceptable to wear under a Jumper or Skort in Navy or White.
- Belt- optional in K-5. If worn, should be clear blue plaid, navy blue, black, or brown with simple buckle.

GIRLS UNIFORM--- Grades 6-8

- Polo- Colors: Regular or feminine fit. Navy, Light blue, and white. Short or long sleeve. Seton logo **required** on all polo shirts.

- Oxford- Colors: White or light blue. Short, $\frac{3}{4}$ length, or long sleeve. Seton logo optional.
- Sweater- Cardigan or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style. Colors: Khaki and Navy.
- Shorts- Any style. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Skirt- A-line or box pleat skirt. Colors: Clear blue plaid, navy, and khaki. (top of knee)
- Skort- Colors: Clear blue plaid, Navy and Khaki, or button-front Ponte skort, navy, khaki, plaid
- Ankle length leggings, knee socks, or tights are acceptable to wear under a Skirt or Skort in Navy or White.
- Neck Tie- Optional. Colors: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. Seton logo **required**.
- Belt- **Required for grades 6-8** in pants that have belt loops. Colors: Clear blue plaid, navy blue, black, or brown with simple buckle.

ACCESSORIES:

- Jewelry and hair accessories should be simple and tasteful.
- Earrings should dangle no longer than 1 inch below the earlobe.
- Clothing or accessories intended for outdoor use (eg. hats, caps, scarves, bandannas, sunglasses, coat, etc.) are not allowed in the classroom.
- Accessory scarves are not allowed in school.
- Girls and boys can wear the clear blue plaid or navy neck tie with an oxford shirt.

SHOES AND FOOT APPAREL:

- Socks should complement the uniform. White, khaki, and navy socks are recommended. Socks do not need to be worn with sandals, but are required with all other footwear.
- All footwear should complement the uniform. Shoes, sandals with a back strap, boots and tennis shoes are acceptable.
- Heels (greater than 1 inch), flip flops, clogs, sandals without a back strap, light up shoes, military style or shoes with wheels are not allowed.

OTHER UNIFORM AND APPEARANCE TIPS:

- Students in all grade levels are to have their shirts tucked in at all times.
- Long-sleeved white shirts may be worn underneath long-sleeved polos, but not underneath short-sleeved polos.
- Any visible undershirts must be uniform colors, and may not have pictures or words. (white, light blue, or navy).
- Clothing that is torn, has holes, or is designed to look frayed, or is unkempt or disheveled is not allowed.
- Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision.
- Fleece jackets in navy for boys & girls may be worn only with Seton logo.
- There will be designated days (eg. Spirit Days) when the school uniform will not be required. Guidelines for these days will be determined by the Administration and communicated to the students.
 - **SPIRIT WEAR:** is t-shirts-short or long sleeve, sweatshirts, fleeces, bought specifically from Mountain Promotions that have the Seton logo or mascot. In

addition, shirts from school events such as the play or Washington, D.C. trip may also be worn. Spirit wear can be worn **ONLY on designated days** determined by Administration.

GYM UNIFORMS:

- All students in grades 4-8 use the gym uniform purchased from Mountain Promotions.

CORRECTIVE PROCEDURES:

1. Students deemed not in compliance with the dress uniform code will be asked to correct the situation. If the student refuses or is unable to comply he/she will be referred to the office. Enforcement of the dress code will be the responsibility of the staff. The homeroom teacher will notify the student if there is a violation of the dress code.

2. Parent/guardian will be contacted to bring a change of clothing to the school or the student may be given a used uniform to borrow for the rest of the day.

3. Students who continue to be in non-compliance with the dress uniform code will receive a discipline referral and further disciplinary action including a parent/guardian conference with the principal to discuss the situation and could be placed on disciplinary probation or suspended from school, if necessary.

*** This policy will be reviewed on a yearly basis. The Administration reserves the right to make any changes, as necessary for the next school year.

*** The Board will not revisit the decision to require uniforms in the dress code for 6 years (2020), unless over-ruled by the Corporate Officers.

SAFETY POLICIES

SCHOOL AND STUDENT SAFETY

All teachers have an emergency response packet. The packets provide information relating to bomb threats, facility usage, intruder situations, disruptions, and emergency reports. These are gone over at staff meetings.

All staff is trained yearly on Bloodborne Pathogens. We have a Bloodborne Pathogens standard exposure control plan in the office. Several of the staff are trained in CPR and the defibrillator. Epi-pen training is conducted as needed.

Inspections are done yearly by the Sheboygan Fire Department to make sure all fire related codes are being followed. Bleachers in our gym are inspected yearly. The Sheboygan County Health Department and Wisconsin DPI do spontaneous kitchen inspections concerning food preparations.

All classroom doors are locked when class is in session. We have a security system and our building is locked at all times when school is in session. One must ring the doorbell on Superior Avenue to enter Seton Catholic School. There is no admittance at the back door at any time.

Safety of our students and staff is a top priority.

ALICE Procedures

In the event of an unsafe situation inside or outside the school, there are definite procedures that will be followed by Seton Catholic School Staff. If students are outside the building there are designated sites off of the school's premises where students are taught to gather. These procedures are for the safety of your children.

GUN FREE SCHOOL ZONE

In furthering the protection of our students, the Federal Government in 1990 enacted the Gun Free School Zones Act. The law states:

"It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisonment for not more than five years, or both."

SEARCH AND SEIZURE

The principal and/or designate retains the right to search student desks, student lockers, student possessions, and/or seize possessions if reasonable cause exists. School lockers and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers, desks and any items in the lockers and desks may be conducted by school authorities for any reason at any time, without notice or student consent, and without a search warrant.

VISITORS

Parents and other adults are always welcome at Seton Catholic School. Education is a cooperative teacher-child-parent effort. Our goal is to maintain open, positive communication with parents through conference calls, notes home, emails, report cards, and participation in Open House and other events throughout the school year. All communications and any request to visit a particular classroom must be made through the office and with the classroom teacher. Parents or visitors who wish to move about through the hallways must sign in at the office and get a badge. Entry through any door other than the main entrance on Superior Avenue is not permitted at any time. Monitoring access to the school is designed for the safety of the students and staff while ensuring the educational environment is not disturbed.

The entire building is to be securely locked at all times. To enter the school building you must use the call box entry system at the main doors on Superior Avenue to enter the locked doors. In order to create a positive and safe environment for your child, **NO PARENT, VISITOR OR DELIVERY PERSON** is admitted to the school building without first stopping in the school office to sign in and pick up a "visitor's" badge. **If you have an appointment with the teacher you will be permitted to pass to the classroom. Once school has started, any forgotten items including lunches, homework, or any other items must be brought to the school office. Then they will deliver them to the classrooms.** Any unscheduled interruption to teachers prevents the smooth running of the classroom activities. This procedure is to assure your child, other children, and teachers the courtesy and benefit of the maximum use of their school day.

For legal purposes, no parent or adult should contact a student without first contacting the school office.

Parents are requested to make all doctor and dental appointments before and after school. If for any reason a child must be excused to leave school, a note signed by a parent must be given to the homeroom teacher the morning of the appointment. **Please note:** Your child must be picked-up in the office where the parent will come to pick the child up and sign the child out of school. A student will not be allowed to sign themselves out. When bringing your child back to school from an appointment, a parent must come with the child to sign them back into school.

PETS

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

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

- Live animals may be brought into the classroom only as a part of the written curriculum, and with the prior approval of the school principal.
- There should be a clear instructional purpose for keeping an animal in the classroom.
- School administrator/teacher must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, stray animals apply.

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

For health and safety reasons, family/household pets are not allowed in the school nor on school grounds. This does not include classroom animals. The school administrator may grant exceptions for special events.

5140.5.1: Service Animals

The Americans with Disabilities Act defines a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

- *If a parent or legal guardian requests that his/her child be allowed to have a service animal, the following should be considered:*
- *The parent or legal guardian requesting this permission should present to the school medical documentation of the disability for which the use of a service animal may be helpful. A current IEP calling for the use of a service animal would also provide this documentation.*
- *The principal may request documentation of the service animal's certification as a service animal or documentation of training.*

- *The school and its personnel are not responsible for the care and/or feeding of the service animal.*
- *Students and teachers with allergies to dogs or fear of dogs must be accommodated to the greatest extent possible while accommodating the needs of the student whose disability requires the presence of the service animal. ADOPTED: 7/15/2019*

FIRE/TORNADO DRILLS

Seton Catholic School complies fully with state and local regulation safety drills. Fire drills are conducted monthly and tornado drills are conducted at least twice during the year. Detailed escape plans are posted inside each door of the classroom. Each class has a particular fire drill route to an outside area that is a safe distance from the building. Children and adults are expected to vacate the building in the least amount of time possible in an orderly and quiet fashion.

During tornado drills, each classroom goes to a designated area within the building. All children kneel down in a squatting position and cover their heads.

SAFEGUARDING ALL GOD’S CHILDREN

In order to ensure a safe environment for all the children in the Archdiocese of Milwaukee, the Archdiocese asks that all paid employees and volunteers who interact with minors to participate in the following ways.

1. Attend Safeguarding Awareness Session
2. Participate in a Criminal Background Check
3. Read 2 Archdiocesan Documents (Code of Ethical Standards, Mandatory Reporting Responsibilities Policy)
4. Have a signature form on file to attest to having read these two documents
5. Participate in any appropriate “Safeguarding All God’s Family” additional training (required of all paid staff and volunteer staff serving in what is normally considered a paid position).
6. Please see the school office to complete the requirements.

CHILD ABUSE (Physical, Sexual, or Emotional)

We are legally obligated to report child abuse suspicions to authorities. It is the responsibility of educators (all faculty and staff members) as mandatory reporters to report suspected child abuse cases to authorities.

STUDENT HEALTH

ASBESTOS

Seton Catholic School is inspected for asbestos according to the Asbestos Hazard Emergency Response Act and the EPA. The building complies with AHERA. If you have any questions pertaining to the Asbestos Program, you may contact the Holy Name of Jesus Parish Office.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school secretary or a

member of the school staff. School personnel will render first aid treatment. If emergency medical treatment is necessary, attempts will be made to contact the parents. If parents or emergency contacts are not available, the child will be transported to the emergency room at a local hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Parents will be called for all students who receive head or facial injuries. If a student becomes ill or is injured at school, he/she will go to the office and call home. If a pattern on the log sheet is noticed, parents will be phoned and advised. If a child is sick or contagious, PLEASE keep him/her home.

MEDICATIONS

If a student is required to take any medication during the day, the following procedure must be followed:

1. Prescription medicine must be given in the school office. It must be in the original container, which clearly states the student's name and dosage. Prescription medicine must also be accompanied by a written Physician Form and a Parent Medication Consent Form. Inhaler use forms are also available. These forms are available in the school office and on our website.
2. Non-prescription medicine - Teachers may not dispense aspirin, cough drops, or other non-prescription medicine. Any non-prescription medicine including cough drops, throat lozenges, cold medication, etc. must be in its original container and submitted to the office with a Parent Medication Consent Form indicating the dose and times to be given.
3. It is the responsibility of the parent to monitor expiration dates on children's medicines.

IMMUNIZATION REQUIREMENTS

5141.31: Immunization Requirements

School administrators must be in compliance with state immunization laws. Wisconsin law requires schools to develop and implement a plan to encourage compliance with state immunization laws and parents to present written evidence, paper or electronic, that their child has received specified vaccinations. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician.

1. The school or day care center shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted. Notification shall include instructions for complying with the Wis. Stat. 252.04, including a list of missing immunizations, the availability of waivers for reasons of health, religion, or personal conviction, and an explanation of the penalty for noncompliance. A school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. The school will notify all parents, that failure to comply with the state immunization requirements will be reported to the county district attorney in accordance with the law.

2. For any student who has received the first dose of each immunization required for that student's age or grade under HSS 144.03, but who has not received all of the required doses, the school shall obtain written evidence that the student has received the required subsequent doses

of immunization as they are administered, but no later than the deadlines described in HSS 144.03.

3. The school and day care center shall maintain on file the immunization history for each student and any waiver form submitted. Immunization histories shall be updated with information supplied by the local public health agency, parents, or private physicians.

4. The school or day care center shall maintain a current roster listing the name and immunization history of each student who does not meet all immunization requirements for that student's grade or age.

5. The immunization record of any student who transfers from one school or day care center to another shall be forwarded to the new school or day care center within 10 school days of the request for record transfer. The records of day care students shall be transferred to a school if requested. Click Student Immunization Record to download the form.

6. If one of the diseases covered by Wis. Stat. 252.04 (a) occurs in a student or staff member, the school or day care center shall assist the local public health agency and the department in immediately identifying any

©2017 – Archdiocese of Milwaukee 97

unimmunized students, notifying their parents of possible exposure, and facilitating the disease control activities.

7. If a substantial outbreak as defined in HSS144.02 (12) occurs in a school or day care center, or in the municipality in which a school or day care center is located, the school or day care center shall exclude students who have not received all required immunizations against the disease, including students in all grades who have not had two (2) doses of measles vaccine when it is an outbreak of measles that is occurring, when ordered to do so by the department. The exclusion shall last until the student is immunized or until the department determines that the outbreak has subsided.

ADOPTED: 1/17/1977; REVISED: 2/11/2016

DISCIPLINE POLICIES AND PBIS

Christian discipline is a maturing process, a process of accepting personal responsibility. We believe, therefore, that discipline is an important part of Seton Catholic School and the building of your child's character both for now as well as for his/her life in the future. Our staff at Seton Catholic School pledges to you to continually strive to create a Christian environment based on respect for all, and to promote the values of church life. It is with these goals in mind that we establish and implement our discipline policies and procedures.

The purpose of any disciplinary action is to help teach children what is expected of them and then help them to learn the consequences of their choices and actions. In order to reach our goal of quality education in a Christian atmosphere, the inappropriate actions of a few will not be tolerated.

The role of parents is to support the school procedures, policies and cooperate with school personnel in helping students adjust to expectations of the school (see Code of Conduct for a Parent, Guardian, Caregiver, Volunteer, and Visitor). Parents and other guardians are expected to help school staff correct inappropriate behavior exhibited by their children. **Disregard for or**

contradiction of the behavior expectations of Seton Catholic School may result in suspension or expulsion. We are a team in the role of creating a Christian learning environment.

The purpose of implementing **“Positive Behavior Interventions and Support” (PBIS)** at Seton Catholic School is to:

- provide a positive and predictable environment where all students are modeling Christian behavior exhibiting Seton Pride
- increase instructional time for all students to learn
- increase positive student/teacher interactions
- provide opportunities for families to engage in and support positive behavior
- provide consistent expectations
- provide consistent vocabulary for these expectations
- use data to drive behavioral decisions

St. Elizabeth Ann Seton Catholic School PBIS Matrix

	All Settings	Classroom	Bathroom	Cafetorium	Hallways/ Stairs	Recess	Church	Dismissal
			Yellow	Yellow (lunch) Red (performance)	Red (S, G, 1) Yellow (2)	Green	Red	Yellow
Be Respectful	I use kind and supportive words. I take turns and share. I represent Seton Catholic School in a positive way. I use manners.	I raise my hand to speak. I listen politely.	I respect the privacy of others.	I wait for my turn. I return to my classroom or hallway during lunch only by appointment or necessity.	I accept my place in line.	I take turns and share equipment. I solve problems peacefully and seek help when needed.	I participate appropriately. I quietly use the kneelers and books. I respect the Church's property. I use appropriate posture.	I wait patiently for my friends, siblings, and parents.
Be Responsible	I am on time and prepared. I follow the dress code. I keep my school clean. I follow directions. I use equipment at appropriate times and in appropriate places.	I accept responsibility for my actions. I complete and turn in my work on time. I ask questions when I do not understand.	I flush the toilet. I use 2&2 (2 soap pumps, 2 paper towels). I return to class promptly.	I clean up after myself. I am careful to place used dishes in their appropriate places. I come prepared for recess.	I go directly to my destination.	I am a good winner and a good loser. I line up promptly.	I use the bathroom for emergencies.	I know my dismissal plan. I report to my after school activity promptly. I have all of my materials for home.
Be Safe	I keep my hands, feet, body, and objects to myself. I walk inside the building. I stay with my group. I report problems appropriately. I follow emergency plans.	I ask an adult before I leave the room.	I report spills and messes.	I eat only my own food. I keep recess equipment/toys in the lunch basket until I am dismissed. I stay in the cafetorium until I am dismissed.	I walk on the right side of the hallway. I keep my feet on the floor at all times. I face forward. I walk in a line when I am in a group.	I dress appropriately for the weather. I keep wood chips on the ground. I use equipment safely. I follow winter safety expectations.	I cross the street in the crosswalk with my group or an adult.	I use caution when exiting the building. I stay in the designated area.

At the beginning of the school year students are taught behavior expectations for each area of our school (ie: hallway, bathroom, cafetorium, Church, and playground). These positive behavioral

expectations at Seton Catholic School are **BE RESPECTFUL, BE RESPONSIBLE, BE SAFE.**

As the school year progresses and information is gathered, students are re-taught behavioral skills in the same way they would be re-taught an academic skill that required more understanding. Most importantly, **Positive Behaviors** in ALL of our students are recognized, rewarded, and celebrated throughout the school year using rewards, class celebrations, and whole school celebrations.

Forbidden Items

We will communicate to the parents if any of the following are brought to school. These include but are not limited to:

Inappropriate Magazines	Matches & Lighters	Water Guns
Weapons/Objects that could injure Toys Deemed Inappropriate	Electronic Games	Baseball Bats
Gang Related Clothes/Items	Lasers/Pointers	Aerosol Cans
	Alcohol/Tobacco/Other Drugs	

Cellular Phones (Cell phones must be kept by the homeroom teacher during the school day. The school is not responsible for loss or damage.)

Any illegal violations will automatically be referred to the Sheboygan Police. Restitution will be made for acts of vandalism.

We acknowledge that no list will ever be complete or all-inclusive. Be assured, however, that any misbehavior will be addressed directly by the classroom teacher or staff member.

Probation

A student may be placed on probation for a trial period by the principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal will set conditions for release from probation. If the student is placed on probation, he/she will attend all of his/her classes but will not be allowed to participate in any extracurricular activities.

Suspension

Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-School Suspension

In-school suspension can be directed for varying lengths of time as directed by the principal but should not exceed five days.

A student placed on in-school suspension will report to school but will not attend any of his/her classes. He/she is responsible for all classroom work. He/she will not be allowed to participate in any extracurricular activities.

Out-of-School Suspension

Out-of-school suspension has a maximum of five days 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. Out-of-school suspension may be given by the principal immediately following a serious offense.

A student placed on out-of-school suspension will not be allowed in school for the duration of the suspension. Students are responsible for all work missed and will not be allowed to participate in any extracurricular activities.

Expulsion and Expulsion Procedures

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken. Expulsion can take place only after an Expulsion Hearing has been held. Parents/Legal guardians shall be notified in writing at least five days before the hearing is to take place. This notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

A Hearing Committee will be formed and will make a recommendation to the pastor designate for the school. The recommendation will be to expel, suggest other disciplinary actions in lieu of expulsion, or exonerate the student of any wrongdoing.

The final decision to expel a student rests with the pastor. 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 designate and principal no later than the day after the hearing. The right to appeal is made known to the parents.

A student who is expelled will not be allowed to attend St. Elizabeth Ann Seton Catholic School.

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 our school maintains learning and a working environment free of any form of harassment or intimidation toward students.

Harassment is defined as a single incident or pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior, which can include but is not limited to the following:

1. Threatening behavior
2. Racial insults
3. Derogatory ethnic slurs
4. Sexual advances or touching
5. Sexual comments, jokes, or gestures
6. Physical and mental abuse

STUDENT RECORDS AND CONFIDENTIALITY

STUDENT INFORMATION CHANGES

Please inform the school immediately if there is a change in your name, address, phone number, email address, place of employment, employer's phone number, marital status, custodial status, or emergency contact person or phone number. Also, if your child is withdrawing, please notify the school administration in advance so that records can be transferred. An exit interview and written exit form may be completed upon termination of the student's enrollment.

LOCKER AND PERSONAL PROPERTY

Student lockers and desks are the property of Seton Catholic School. Lockers, desks, and their contents are subject to search at any time and for any reason.

5145.2: Search and Seizure

Student Lockers and Desks

Parishes/schools reserve the right to search anything brought onto parish/school property.

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

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

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

ADOPTED: 5/1/1994; REVISED: 8/25/2015

MEDIA RELEASE

Participant hereby grants to St. Elizabeth Ann Seton Catholic School the right to use visual and/or audio recordings, still images, and written submissions of Participant (collectively, the "materials") in connection with St. Elizabeth Ann Seton Catholic School's promotion.

As a condition of the promotion and for no monetary compensation, we further request the non exclusive worldwide rights to reproduce and distribute any written or visual material submitted in connection with your image, in whole or in part, in any media, as part of any publication published under the auspices of St. Elizabeth Ann Seton Catholic School and to license the rights to others.

The above rights include without limitation St. Elizabeth Ann Seton Catholic School's right to use the materials in any manner in St. Elizabeth Ann Seton Catholic School's print and online media, such as but not limited to St. Elizabeth Ann Seton Catholic School's newsletter, Facebook page, and website.

Participant agrees that the rights granted hereunder shall include perpetual, royalty-free, worldwide right of St. Elizabeth Ann Seton Catholic School to edit, reproduce, publish, perform, use, and/or distribute the materials as described herein without any compensation to the participant.

St. Elizabeth Ann Seton Catholic School is under no obligation to actually use the materials.

TECHNOLOGY

The *Student Acceptable Use Policy* must be filled out and returned to the office before use of the internet is allowed. Technology education is incorporated into the curriculum. Our entire school is networked and each teacher has a PC on his/her desk specifically used for emails, word processing, and grading purposes as well as lessons.

The Technology Committee submits a Technology Plan to the Archdiocese every 3 years to be approved. This committee meets regularly and is always looking for new members to help. The Technology Committee is under the direction of the principal.

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

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 smartphones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, 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.
- Possessing 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.

USE OF SCHOOL BUILDING

BUILDING USE

School building use must be scheduled through the principal and parish secretary. **All activities must be planned in advance and scheduled on the master calendar to avoid conflicts in use.** Anyone using the building with students must use the Building Use Form and must also be Safeguarding trained.

DAMAGE TO SCHOOL PROPERTY

Accidental damage to school property may become the financial responsibility of the student and his/her parents or guardians. The school administration shall determine the level of responsibility based on a review of the damage costs, the history of similar occurrences and a variety of other circumstances related to the damage. Intentional damage (vandalism) will result in disciplinary action, including restitution, police intervention and/or suspension or expulsion from school.

SCHOOL ORGANIZATIONS

HOME AND SCHOOL

Home and School is an important link between family and school. Home and School is created to support the school community and extend themselves in hospitality. All families are automatically a member of Home and School when their children become students at Seton Catholic School. All parents and caregivers are expected to participate in fundraising events that contribute to the educational goals of the school.

Home and School is under the direction of the principal. The purpose of Home and School, through our partnership between family and school, is to enhance and foster relationships, communication, and cooperation between parents and educators. We ask you to think of ways our partnership between family and school can be enhanced.

- Effective communication and cooperation between parents and educators
- Promoting well-planned programs of information and interest to parents
- Encouragement of high standards of family life and creation of a greater appreciation of our Catholic Identity
- Create ways to help in “fundraising and fun-raising” for the purpose of building relationships and providing resources and special experiences necessary for the academic excellence we want to reach for at Seton Catholic School, as well as planning and joining

in fun events to support our families.

SCHOOL BOARD

The Seton Catholic School Board is defined in the by-laws of St. Elizabeth Ann Seton Catholic School and policies of the Archdiocese of Milwaukee. Its functions include the following:

- a. Assist/advise the principal in developing policies that govern the operation of the school.
- b. Review and evaluate the school budget in conjunction with the principal.
- c. Make school budget recommendations.
- d. Assist in the development of long-range plans for the school.
- e. Serve as a forum for addressing school business.
- f. Create a school marketing plan and identify development goals for promotion of the school.
- g. Participate in the evaluation of the school and its programs. Engage in an annual self-evaluation of the school board's functions and attainment of internal goals.

This Board provides advice to the pastor and is interested in maintaining and upgrading the quality of education at Seton Catholic School.

The Seton Catholic School Board shall consist of seven voting members selected from the three parishes and school families. Ex-officio (non-voting) members shall be the associate pastor and the principal from Seton Catholic School. The School Board meets once a month.

The members of the School Board serve the three parishes. Contact to any School Board member should be made by using e-mail addresses, which are available in the office.

STUDENT ORGANIZATIONS/ PROGRAMS/ CLUBS

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are offered to the students to enrich and enhance their academic education. We expect this to be a learning experience. The activities we have include athletics, choir, student council, and a play. Other activities offered are 4-8 band, servers for Mass, and Scouting.

If the student is placed on probation for academics or behavior, he/she will attend all of his/her classes but will not be allowed to participate in any extracurricular activities.

BAND PROGRAMS

Seton Catholic School, in cooperation with other city of Sheboygan Catholic Schools, provides a city-wide Catholic Schools Band Program. Beginning in fourth grade, students may participate in the band program. In order to prepare students for their band participation, students will have the opportunity to receive individual or partner instrumental lessons during the school day. The student will leave their classroom during the time of their lesson. Band rehearsals are held at St. Elizabeth Ann Seton and Christ Child Academy after school. Lesson fees are paid directly to the band instructor.

STUDENT COUNCIL

The Seton Catholic School's student council is comprised of students representing grades 4 through 8. Student council plans various student activities under the supervision of the teacher member and principal. Officers and classroom representatives are elected by their peers in each classroom. These students are required to be members in good standing. Therefore, any student council member who does not show academic or spiritual leadership will not be allowed to remain a student council member.

COMMUNITY SERVICE

The students in each grade as well as Student Council sponsors regular service projects throughout the year.

ATHLETICS

General Regulations

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

2. The following sports are regulated by the archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball.

- *The sport seasons are defined as follows:*
- *Fall season = Football, Soccer, Volleyball, and Cheerleading. Conference games will not begin before Labor Day.*
- *Winter season = Basketball, Volleyball, and Cheerleading. Conference games will not begin before Thanksgiving.*
- *Spring season = Soccer, Baseball, Softball, and Track. Follows the winter season and runs until the end of the school year.*

All practices and games (independent, league and tournament) must take place during the defined sport season in accordance with the Archdiocesan Sports Standardized Schedule.

This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.

A game is defined as competitive play between two (2) teams of different schools during which time and score are kept. A scrimmage is defined as play between two (2) teams of different schools during which no time or score is kept and during which coaches may interrupt action to

give coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.

The Sportsmanship Pledge must be displayed at all athletic venues connected to the archdiocese.

Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child.

As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

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

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

- *Display Christian behavior at all practices and games*
- *Represent their parish and/or school to the very best of their ability*
- *Be positive role models for players, coaches, and spectators*
- *Provide encouragement and support for players and coaches*
- *Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators*
- *Promote good sportsmanship in their son/daughter*
- *Take responsibility for their actions*

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

Athletic Mission Statement: It is our mission at Seton Catholic School to provide our student-athletes with the tools required to make their athletic experience at Seton Catholic School a memorable one. Backed by a strong Christian-based foundation, we plan on providing only the finest facilities, coaches, and athletic commitment to the children of this tradition-rich school.

Athletics at Seton Catholic School is for 5th through 8th grade students. We sponsor basketball

for 5th through 8th grade boys and girls and volleyball for girls in 5th through 8th grade. Other programs may be offered. There is a registration fee for sports programs. Physicals are necessary and forms can be obtained through the school office.

A student must be in school attendance no later than 10:00am on the day he/she participates in an extracurricular activity. The student must be in attendance the remainder of the school day. If a student has a doctor's excuse prohibiting participation in physical education class, he/she will not be permitted to participate in athletics. If a student leaves school during the school day for the remainder of that day, the student will not be allowed to practice or participate in a game on that day.

Attending practice is mandatory. Two excused practices will result in a one-game suspension. You may be excused from practices via the following methods:

- a. Call your coach at least one hour prior to the scheduled practice time.
- b. Inform the coach you will miss the next practice at the end of the current practice session or game you are attending.
- c. Present a note to the coach signed by a parent prior to the practice or game you will miss.
- d. If a faculty member needs to see the student after school the student must present a written excuse signed by the faculty member.

Athlete Eligibility Requirements

Participation in athletics at Seton is a privilege that carries with it responsibilities. Academic performance and proper behavior take priority over athletics. The following criteria will be used to determine the academic and behavioral eligibility of Seton student athletes.

- Seton requires that a student who participates in any extracurricular activity have no more than one grade below 77% or C.
- Any student with a total of 2 or more missing assignments (not due to absences) will be ineligible until such time as the assignments are successfully turned in to the teacher and the teacher provides a written confirmation to the coach.
- Any student who causes a serious incident, frequently disobeys school rules, and/or disrespects others (including coaches and referees) or the property of others will be subject to probation, suspension, or permanent removal from the team on which he/she participates. Implementation, including the time frame, will be at the discretion of the Seton School Principal.
- Any student that misses school (see attendance requirements above) may not practice that day or night or attend any school sponsored event.
- Suspension from school will result in immediate ineligibility in school athletics. Prior to reinstatement, the student and their parent(s) must meet with the athletic director and principal to determine whether regaining eligibility is in the best interest of the student and their team.

Any student athlete deemed ineligible will not be allowed to attend practices, scrimmages, or play as long as he/she remains ineligible. However, the player will be permitted to sit on the bench or at the scorer's table, without their uniform, during their time of ineligibility.

The Athletic Committee is under the direction of the principal. Guidelines and policies will be distributed to all participants at the beginning of the season. The athletic committee meets on a regular basis. Meetings are led by the Athletic Director and are open to the public. We expect our students and parents to represent us in a Christian manner at all times.

PARENT PARTICIPATION AND VOLUNTEERS

1312: Rights and Responsibilities of Parents

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

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

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

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

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

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

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

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

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

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

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation. ADOPTED: 7/15/2019

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models in your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (Gravissimum Educationis, 1965, para. 3).

CODE OF CONDUCT FOR A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. Central in this code of conduct is our school mission, "With Jesus as our model, St. Elizabeth Ann Seton Catholic School's mission is to guide each individual student to God. We believe in creating a religious environment with an academic challenge by providing our students with the tenets of our Catholic faith in order to grow successfully as Catholic citizens in society. We believe the education process must reflect a Catholic faith presence shown by our example, attitudes, service, values, and interactions with all whom we come in contact."

In living out the Gospel values, we strive to create a safe environment for all stakeholders developing:

- An inclusive and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- An open, positive and honest communication
- The ability to work civilly with other people

- Trusting relationships
- Responsible actions

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Support in words and actions the philosophy of Catholic Education
- Value and advocate for your school and its reputation.
- Respect the decisions made by the administration, even if you disagree with them
- Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the reputation of teachers and be mindful of communications
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- Observe the school's policies, as outlined in the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards

Deliberate breaches and inability to respect the St. Elizabeth Ann Seton Catholic School Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from the school, and/or possible termination of enrollment of their child/ren.

RIGHTS OF A PARENT, GUARDIAN, CAREGIVER, VOLUNTEER, AND VISITOR

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 48 hours
- To be treated with professionalism by all faculty/staff members

PARENT PARTICIPATION AND VOLUNTEERING

Parent participation is always welcome in the context of need and organization. By virtue of having a child in Seton Catholic School, a parent is expected to participate in fundraisers and fundraising activities.

Our parent volunteers are an essential part of the school. Volunteer opportunities are listed and parents are expected to help whenever they can. Volunteering to help in school adds to the education of our children.

Seton Catholic School considers its parent volunteers as a special resource. Parents are encouraged to assist the school in the services of their children in such capacities as room parent, classroom helper, etc. Volunteers are needed in the evening as well as during the school day. Look for periodic Sign-Up Geniuses via email.

For the safety of our children, a criminal records check is performed on all volunteers including librarians, coaches, tutors, reading helpers, and those deemed necessary by the administration. All volunteers must be Safeguarding trained.

PARENT EDUCATION PROGRAMS

Parent education programs are offered throughout the year through our Home and School Association, parish sponsored events, and recommended readings advertised in the parish bulletins.

STUDENT LIFE AND ADDITIONAL SCHOOL POLICIES

SOCIAL FUNCTIONS

Parents are responsible for after school social activities of their school children. Mixed parties, dances, and similar functions off school premises and outside of school hours are not held under the sponsorship or direction of the school. (Archdiocese 5134).

GRADUATION

Seton Catholic School's 8th grade graduation is held in Holy Name of Jesus Church with a reception to follow hosted by the 7th grade parents. The 8th grade parents are asked to pay a predetermined amount to cover some of the graduation expenses.

BOOKS

Books must be covered at all times. Self-adhesive covers are not allowed. Students are requested to check their books upon distribution and notify their teacher of any damage done before it came into their possession. Students will be assessed all damage after the handout date.

LIBRARY

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. The library is staffed by volunteers. Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, or work on special projects. Each student may check out up to three books for a period of up to two weeks. There is no fine for overdue books, but lost or damaged books must be paid for. Books that are more than 9 weeks overdue will be considered lost and must be paid for at the beginning of the 2nd, 3rd, and 4th quarters and at the end of the school year. If a student has not returned overdue books, he/she may not take a new book out until the other one is returned.

All requests for removal of a book will be handled on a case by case basis by the principal. A completed “Request for Removal of Instructional Materials Form” is required for such consideration. Forms are available on the school website and in the school office.

MOVIES

All feature films, with the exception of an occasional reward, shown during the school day will be educational and fit into the curriculum. All feature films will be approved by the administrative staff. Students will be allowed to view G rated films in Kindergarten through grade 5 and PG rated films in grades 6 through 8.

TELEPHONE USE, CELL PHONES, WEARABLE DEVICES

The school telephone is for business use only. **A child will not be permitted to make telephone calls home requesting parents to bring forgotten items to school, nor make after school plans, etc.** A child will not be called to the phone during the school day, but an important message will be relayed to your child. Only with the exception of an emergency will a child be permitted to call home.

Students will not be allowed to carry cell phones or any other electronic device (iPods and MP3 players, etc.) in the school building. All wearable devices must be kept in “airplane mode” or left with the homeroom teacher during the school day. Failure to follow this policy may result in the wearable being confiscated. Any wearable devices may be collected by the teacher during testing or other independent work times. Any other device that is brought into school must be turned into the homeroom teacher for safe keeping during the school day. Please be advised that any cell phone or electronic device that is not given to the homeroom teacher will be confiscated and parents will be called to pick up the phone or device in the school office. Electronic devices or cell phones will not be returned directly to the student.

PARTY INVITATIONS

In the spirit of Christian charity, we ask that party invitations not be distributed at school unless they include everyone (or are gender specific) in the classroom.

MONEY COLLECTED

Parents/guardians must place all money to be turned in at school in **sealed envelopes. Please indicate on the outside of the envelope the student’s name, grade, amount of money enclosed, and what the money is to be used for.** One check may be combined for payment of lunch and milk. However, separate checks must be issued for payment of field trips, etc.

GRIEVANCE PROCEDURE

Seton Catholic School is committed to fostering a process to solve problems or resolve disputes that is simple, accessible, timely and conducted openly and honestly at all steps. A grievance that is not raised in a timely manner (this should not exceed ten days) will be deemed to be waived. **Any parent who has a concern regarding a staff person or the principal must first**

talk to the staff person or principal within 10 days of the event. This is an informal grievance and if the matter can be resolved at this level, the process ends.

Step One: If not resolved, the parent can initiate the formal grievance process by providing a letter to the employee's supervisor no later than 10 working days after the informal meeting noted above. The letter **must contain** the following: date/time/place of the informal meeting, name and position of the employee with whom the disagreement exists, factual information and background regarding the disagreement; and specific recommendations for resolution of the issue. After receipt of the letter, the supervisor will provide the employee 5 work days to respond and then schedule a meeting of all parties within 10 days to work through conciliation toward resolution. Should resolution occur, the process is concluded. If resolution does not occur, we go to Step Two.

Step Two: The parent will provide the pastor designate with a copy of the letter noted in Step One within 5 working days of the completion of Step One. The pastor designate will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners: 1) Pastor designate will convene the parties in an attempt to reach mutual agreement; 2) Pastor designate may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter; 3) Pastor designate may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. The Pastor designate will issue the final decision to all parties. If no resolution, then Step Three.

Step Three: The parent can request within 10 working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed. Upon receipt of the written appeal, the grievance will either be accepted for further appeal or it will be remanded back to the pastor. If so warranted, further mediation, grievance panel review or binding arbitration, (subject to review by the Archbishop to assure it does not violate civil or Canon law, church teaching, or parish/school policy) will be considered for resolution of the grievance.

SPECIAL EVENTS AND SCHOOL FUNDRAISERS

SALES - STUDENT PARTICIPATION

Minors under the age of 12 may work in a fundraising sale for a non-profit organization if the parent gives written approval. Each minor under the age of 9 years of age must be physically accompanied by a parent or person at least 16 years of age.

MANE EVENT FUNDRAISER

Volunteers will be needed to solicit donations for all the work in setting up and carrying out this significant event. It is an essential community event with food and entertainment to benefit the initiatives of the school's academic excellence.

SCRIP

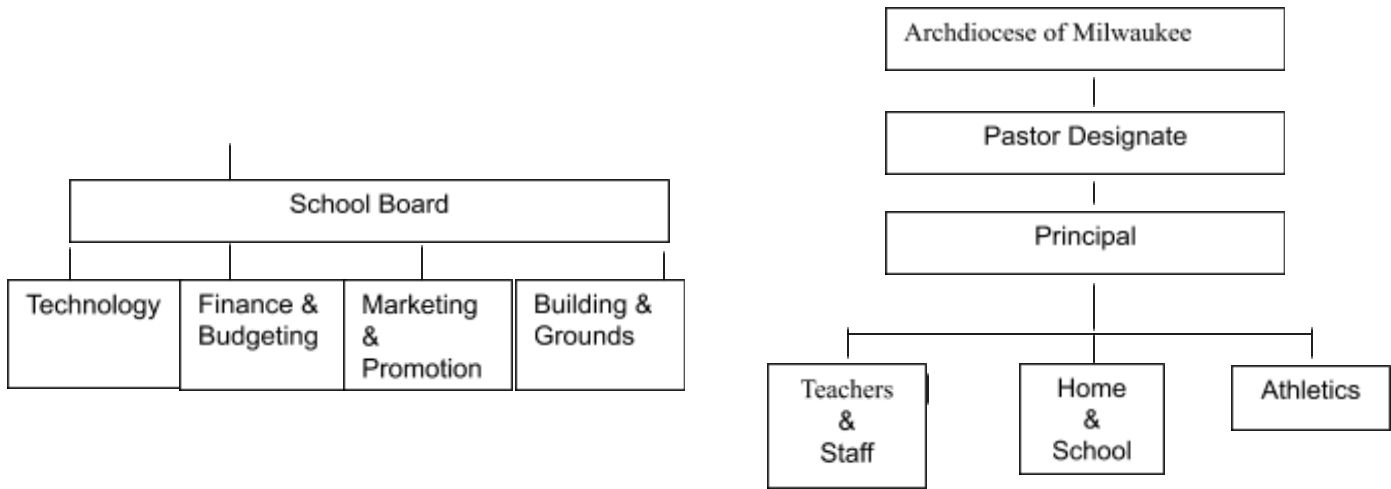
Scrip is a gift card program which allows for a percentage of the purchase cost to come back to the family in the form of a tuition credit. Gift cards can be purchased in our school office, after Mass at our supporting churches, or on-line. As an added convenience, order forms can also be sent to school in the morning with your student. These orders will be filled and sent home with your child at the end of the school day. Special carrier envelopes are provided. Contact the school office to set up this option.

SCHOOL MANAGEMENT

Seton Catholic School is managed by Holy Name of Jesus, St. Dominic, and St. Clement Parishes. These parishes are under the jurisdiction of the Milwaukee Archdiocese.

The Organizational Chart/Reporting Relationships chart is below:

ORGANIZATIONAL CHART/REPORTING RELATIONSHIPS



RETURN COMPLETED PAGE TO THE SETON SCHOOL OFFICE.

Family Name _____

Acknowledgement of Media Release (p. 36)

Accepted by:

Print all student names

Parent signature

Date

Acknowledgement of Handbook

I have read and understand the 2019-2020 Parent-Student Handbook and agree to follow the rules and expectations of Saint Elizabeth Ann Seton Catholic School. I have also shared this handbook with my child(ren) and they are aware of the expectations.

Parent/Guardian (print)

Parent/Guardian Signature

Date