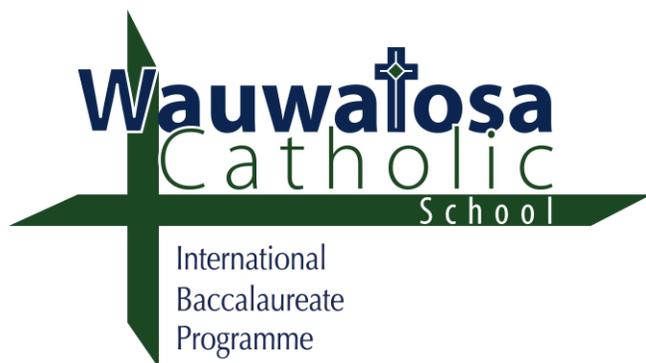


Wauwatosa Catholic School
Family Handbook
2018-2019 School Year



Wauwatosa Catholic
1500 Wauwatosa Avenue
Wauwatosa, Wisconsin 53213

Phone 414.258.9977

Fax 414.258.9972

Website: wauwatosacatholic.org

Right to Amend

Wauwatosa Catholic reserves the right to amend this Handbook.
Notice of amendments / changes will be sent to parents via email.

School Leadership

| | |
|--|---|
| Fr. Paul Portland Pastor of St. Pius X Pastor Designate of WCS | frpaul@stpiusparish.org 414-453-3875 |
| Fr. Phillip Bogacki Pastor of St. Bernard | pbogacki@stbernardparish.org 414-258-4320 |
| Principal | principal@wauwatosacatholic.org 414-258-9977 |

Support Staff

| | | |
|-------------------------|-------------------------------|-------------------------------------|
| Kathy Glembin | Administrative Assistant | schooloffice@wauwatosacatholic.org |
| Karen Scharrer-Erickson | IB Coordinator | ibcoordinator@wauwatosacatholic.org |
| Nicole Blaser | Business Manager | businessmgr@wauwatosacatholic.org |
| Janet Bultman | Hot Lunch Manager | hotlunch@wauwatosacatholic.org |
| Tisa Padovano | Child Care Director | childcare@wauwatosacatholic.org |
| Amy Voге | Child Care Assistant Director | childcare@wauwatosacatholic.org |

Instructional Staff

| | | |
|-------------------------|--|------------------------------------|
| Erica Ballard | Kindergarten-K3 Teacher | eballard@wauwatosacatholic.org |
| Anita Buxbaum | Kindergarten K3 Teacher/Resource Teacher | abuxbaum @wauwatosacatholic.org |
| Kelly Radermacher Butts | Kindergarten-K4 Teacher | kradermacher@wauwatosacatholic.org |
| Melissa Zlensky | Kindergarten-K5 Teacher | mzlensky@wauwatosacatholic.org |
| Maureen Hill | Grade 1 Teacher | mhill@wauwatosacatholic.org |
| Molly Lochemes | Grade 2 Teacher | mlochemes@wauwatosacatholic.org |
| Kelly White | Grade 3 Teacher | kwhite@wauwatosacatholic.org |
| Danielle Scott | Grade 4 Teacher | dscott@wauwatosacatholic.org |
| Beth McAleer | Grade 5 Teacher | bmcaleer@wauwatosacatholic.org |
| Megan Gonzales | Grade 7 Homebase (Social Studies & Religion) Teacher | mgonzales@wauwatosacatholic.org |
| Christine Birk | Grade 6 Homebase (ELA & Reading) Teacher | cbirk@wauwatosacatholic.org |
| Alice Weinshrott | Grade 8 Homebase (Math & Science)Teacher | aweinshrott@wauwatosacatholic.org |
| Mary Beth Fox | Art Teacher | mfox@wauwatosacatholic.org |
| Jessica Krause | Physical Education Teacher | jkrause@wauwatosacatholic.org |
| Melissa Becker | Music Teacher | mbecker@wauwatosacatholic.org |
| Susan Romero | Spanish Teacher | sromero@wauwatosacatholic.org |
| Amy Cralle | Educational Aide | acralle@wauwatosacatholic.org |
| Jordan Mielke | Educational Aide | jmielke@wauwatosacatholic.org |
| Randy Ferrell | Educational Aide & Library Media Aide | rferrell@wauwatosacatholic.org |

Mission Statement

Wauwatosa Catholic School serves a diverse community of learners by teaching our students to live Christ centered lives, to embrace Catholic values, and to excel academically, while developing leaders who have a passion to serve and create a better world.

Credo of Catholic-School Education

I believe that Catholic-school education is:

- A stepping stone to a better and faith-filled way of life.
- A preparation for young people to handle the challenges of this world in a Christ-like manner.
- Essential to the life of the Church-at-large.
- A gift to the Church and to the world.
- A spiritual lifeline in a complicated, challenging world.
- A way to educate the whole person for service in a world so desperately in need of kindness, compassion, and “otherness.”
- Important opportunities for society to experience God’s call -- our vocation, our charism.
- A privileged means of building community among students, faculty, and parents.
- Vital to the future of the Catholic Church in training and empowering tomorrow’s leaders to act justly, love tenderly, and walk humbly with God.
- A faith journey... a hope journey... a love journey.

A School Representing Two Parishes

Wauwatosa Catholic School is part of the educational ministry that represents the parishes of St. Pius X Parish and St. Bernard Parish. The School Principal is responsible to the Pastors of both churches and the Board of Directors.

Accreditation

Wauwatosa Catholic School is fully accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Accreditation (WRISA). The school was authorized as an International Baccalaureate Primary Years Programme School as of May 2014 and as an International Baccalaureate Middle Years Programme School as of August 2018.

ENROLLMENT

Admissions

Wauwatosa Catholic School admits students of any race, color and national or ethnic origin. All admission decisions are at the approval of the Principal.

Because we are not equipped to meet all of the exceptional, educational, and emotional needs of children, we are unable to admit children who:

1. Have a serious learning problem.
2. Have a recent history of serious emotional problems.
3. Have a recent history of serious discipline problems.
4. Have shown a measurable lack of effort in previous schools.

To be eligible for 3-year old kindergarten, a child must be 3 by September 1 of the school year. To be eligible for 4-year-old kindergarten, a child must be 4 by September 1 of the school year. To be eligible for 5-year-old kindergarten, a child must be 5 by September 1 of the school year.

All new students entering Wauwatosa Catholic School are on probation for their first year of attendance.

If it becomes clear that Wauwatosa Catholic School cannot meet the academic or behavioral needs of a student, withdrawal of the student will be required.

Admission of Students of Other Faiths

Students of other faiths are welcome for enrollment at Wauwatosa Catholic School. Because of the nature of a Catholic School, religion is taught daily as a part of the curriculum. Catholic values are also incorporated into all other aspects of the curriculum. Students are expected to attend Mass, study Scripture, and become involved in outreach activities. All students attending Wauwatosa Catholic School must participate in religion classes, including homework and parental involvement. All students must be present at all liturgical celebrations. Students of other faiths are encouraged to participate to the extent to which they are allowed by the Catholic religion and their own.

Registration of Students

Wauwatosa Catholic School, while being independently incorporated, is a parish affiliated school whose purpose is to service families formally registered in the St. Bernard and St. Pius X Parishes (hereafter referred to as "parish members") and the surrounding community by providing a Catholic education to students.

The following procedure and time-line will be followed:

- 1 - Registration for existing school families will be given first priority for a two week registration window.
- 2 - Registration for new students will begin immediately following school family registration and will continue for two weeks from the date of its beginning.
3. At the conclusion of the formal period, we will continue to take registrations on a first-come/first-served basis. Waiting lists will be established once a class is filled.
Class Caps are:
K3, K4, K5: 20 students per class
1st-8th: 26 students per class
4. Registration becomes final when:
 - All tuition payments are current.

- The REGISTRATION FORM has been completed, signed and received.
 - A non-refundable DEPOSIT FEE per family is paid upon registration.
 - All students must submit a birth certificate at the time of registration.
 - Baptismal and First Communication certificates (if applicable) must be submitted at the time of registration.
5. If a parent/guardian decides to withdraw their child, tuition refunds or charges will be made on a quarterly basis – i.e. if your child has attended school for one or more days of said quarter, full tuition for that quarter will be charged.
6. If the school requires the student to withdraw, tuition refund or charges will be made according to the number of school days the child was registered.

Withdrawal and Transfers

The procedure for withdrawal or transfer is:

1. Parent/legal guardian informs the Principal of the pending withdrawal.
2. All school-owned material - textbooks, library books, athletic uniforms, etc. - are returned.
3. A final tuition bill will be sent for final payment.
4. Records will be forwarded to the student's new school upon receipt of a *Release of Records* form.

Student Records

The school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development.

The school must assure that all records are kept secure, confidential and accessible to the properly authorized persons.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it. Teachers will have access to this information to support the continued academic progress of each child.

After the student has graduated, transferred or terminated his/her education, the permanent record should be maintained for 65 years. Thereafter the permanent records may be offered to the parish(es) for the archives.

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

Wauwatosa Catholic School will transfer records to the requesting school, upon receiving a records request from the new school.

Textbooks

At the beginning of each year, students will be assigned books by their classroom teacher. Textbooks are for the students' use and should be properly covered and treated with care. Books will be sent home to get covered. The cost of replacing LOST OR DESTROYED BOOKS WILL BE CHARGED TO THE STUDENT RESPONSIBLE FOR THE BOOK.

SCHOOL STRUCTURE

Our faculty consists of Principal, School Administrative Assistant, IB Coordinator, full and part time teachers, Library Media Specialist, and Educational Aides who work together as a team to provide the best learning environment for children in order to ensure continuous individual progress and academic excellence.

Attendance

Arrival and Dismissal

School doors open at 7:50 AM; classes begin at 8:00 AM. In the interest of safety, students are not to arrive at school earlier than 7:50 AM. There is no supervision before then. Should this arrival time present a problem, child care is offered on site beginning at 6:30 AM.

The school day hours are 8:00 AM to 3:00 PM for students in K4 to grade 8.

K3 AM student school hours are 8:00 AM to 11:00 AM.

K4 AM student school hours are 8:00 AM to 11:00 AM.

Teachers keeping a student after the dismissal bell will notify the parents/guardians in advance explaining the reason for delay. The teacher will stay with the student until he/she is picked up by the parents/guardians or dismissed from the building to walk home.

Dismissal supervision ends at 3:10 PM. If a child's ride is not here at that time, he/she must come to the school office so contacts can be made. If the child is enrolled in Wauwatosa Catholic Child Care program, the child will be sent to childcare and billed accordingly.

Appointments/Early Dismissal for Illness

No pupil will be permitted to leave before the regular dismissal time except in cases of an appointment, illness or emergency, at which time parents/guardians will be notified.

A verbal or written request from the parents/guardians must be in the school office the morning of an appointment indicating reason and time of pick-up and return. Parents/guardians must pick up their student at the school office when taking him/her from the school for whatever reason. All absences, excused and unexcused, must be recorded in the legal attendance records. (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy #5113). This includes time out of school for doctor and dentist appointments. When it is possible, parents/guardians are encouraged to use non-school days for these appointments.

Absences

Students are expected to attend school regularly in compliance with the Compulsory Attendance Law. If it is necessary for a child to be absent from school, parents/guardians **must** call the school office between 7:30 AM and 8:30 AM each day of the absence. A student cannot call him/herself in absent.

If a phone call has not been received by the school office, school personnel will phone the home or work place to inquire as to the whereabouts of the student. Truancy means any absence of one (1) or more days from school during which the office has not been notified in writing by the parents/guardians of the absent pupil of the legitimate cause of such absence. Truancy also means the intermittent absence (i.e., absence for part of any school day) carried on for the purposes of defeating the intent of the Compulsory Attendance Law.

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly. The principal will send a written notice of 10 days of accumulated absences regardless of whether the absences are acceptable or unexcused/unacceptable. In cases of apparent truancy, parents will be notified. Truancy is defined as absence from school without an acceptable excuse for all or part of five or more days on which school is held during a semester.

If your child will be out of school due to a family vacation, please inform the school office and classroom teacher the dates of the vacation. The teachers do not need to prepare class work or homework prior to your vacation. Class work and homework will be collected while your child is out of school. Upon return from the vacation, the child will have the number of day equal to the number of days they were out of school to make up the work.

The only excused absences are those due to illness of the pupil, death in the family, or whenever the principal considers the exemption from attendance to be in the best interest of the pupil. **Doctor and dentist appointments are best made after school hours or on non school days. If, however, such appointments become necessary, early dismissal will be granted by the school office upon the written request of the parent. Children must be picked up at the school office by a parent/guardian and signed out.**

Children should not be sent to school when they are not well enough for complete and active participation in a full day. Children will **not** be excused from recess and gym classes if they are in attendance, unless we are given an official medical release from a physician's office.

If a child becomes ill during the school day, parents will be contacted. No child will be sent home from school unless arrangements are made with parents through the school office.

A contagious disease is to be reported to the Wauwatosa Catholic School office by the parent.

Tardiness

Tardiness disrupts the classroom routine and environment. All pupils are required to be in the classroom before the tardy bell rings at 8:00 AM. Any pupil arriving after the 8:00 AM bell will be marked tardy. Tardy students must check into the office prior to going to class.

Any student arriving during the first 1½ hours of the AM or PM session will be marked "TARDY." Later arrival will result in being marked ½ day absent. Additionally, any student missing more than 1½ hours total in either the AM or PM session will be considered ½ day absent.

Excessive tardies will not be tolerated. Five tardies in one quarter is considered excessive and will be addressed with the family by the administration through letters and phone calls.

Note: on mornings when the weather or road conditions involve snow, ice, etc, we don't mark the students tardy if they arrive after 8:00 AM. When the weather or road conditions are difficult or dangerous, we would rather you use extreme caution and get here safe than to worry about arriving on time and then have an unfortunate mishap.

Communication To Home Each Day

A green folder is sent home daily. Please take the time to read all materials each day. Additionally, the News You Can Use (electronic mailer) is transmitted via email weekly. This is a quick and efficient means to share school news, happenings, or important communications. When necessary the principal, or school office, will use email communications to transmit information in a timely manner.

All notices of special events will be posted on the website, emailed and/or sent home.

Uniform Dress Code

The tradition established at Wauwatosa Catholic School has been the wearing of a uniform. The purpose of having a school uniform is to simplify the matter of student attire and place that issue in its proper perspective with regard to the learning process. The uniform is viewed as a sign of belonging to Wauwatosa Catholic School and is an expression of pride in developing community. A uniform promotes a sense of equality among the students. Cooperation in wearing a uniform encourages responsibility and self-discipline on the part of the students.

Dress Code Violations:

A student who does not adhere to the dress code will receive a copy of the uniform policy with the violation. The second violation will phone call home to have their parent/guardian bring them appropriate clothing. Upon a second dress code violation, the student will lose the privilege of participating in the next scheduled "out of uniform" day and shall be required to report to school their uniform.

Wauwatosa Catholic School DRESS CODE 2018-2019

All students of Wauwatosa Catholic School (K4 – 8th grade) wear uniforms. Uniforms eliminate distractions, competition, and cost. They help foster a positive learning atmosphere. We expect all students to be neat, clean, and appropriately dressed for their Christian learning environment. No specific dates are used when shorts (for boys) and pants or shorts (for girls) can or cannot be worn – use good judgment and dress appropriately for the weather. The success of a uniform code is dependent upon the cooperation of parents/guardians. Students inappropriately dressed will be dealt with on a case-by-case basis.

Due to the limited availability of Lloyd Plaid (white/blue/red/green), White Plaid (white/blue/green) from Lands' End is the plaid option for girls. Beginning with the 2018-2019 school year, Lloyd Plaid and red tops, leggings, and tights will no longer be part of our uniform policy.

Families may purchase uniform attire from stores such as, but not limited to: Target, Kohl's, Sears, Walmart, Lands' End, etc.

UNIFORM DAYS:

| | GIRLS | BOYS | NOT ALLOWED |
|---------------------------------------|---|--|--|
| Jumpers/Dresses/Skirts/Skorts | White Plaid OR Navy * We encourage girls to wear tights/leggings/ or shorts under their jumper/dress/skirt | Not Applicable | <ul style="list-style-type: none"> No higher than 2 inches above the knee |
| Pants | <ul style="list-style-type: none"> Navy uniform-type for K4-8th Cotton or corduroy Uniform pants, sweatpants, or windpants may be worn under skirts and jumpers outside of the school building, such as recess, and before/after school). | <ul style="list-style-type: none"> Navy uniform-type for K4-8 Cotton or corduroy | <ul style="list-style-type: none"> Denim / Jeans / Khaki Cargo / knit jersey / nylon / spandex / sweat / wind pants Leggings / stirrups Decorative trim, extra zippers, studs, or excessive pockets Torn, excessively baggy, or overly tight pants Pajama bottoms/Capris |
| Shorts | <ul style="list-style-type: none"> Navy uniform-type for K4-8th May be worn under uniform jumper / skirt | <ul style="list-style-type: none"> Navy uniform-type for K4-8 | <ul style="list-style-type: none"> Denim / Jeans / Khaki Cargo / knit jersey / nylon / spandex / sweat / wind pants Decorative trim, extra zippers, studs, or excessive pockets Torn, excessively baggy, overly tight, fringed, or short shorts No higher than 2 inches above the knee |
| Shirts | <ul style="list-style-type: none"> Solid white, navy, or dark green Long sleeve (solid one color: white, navy, or dark green) can be worn under short sleeve shirt Polo, dress button down, or turtleneck All tops must have a collar Shirts / blouses that are too long must be tucked in | Same as Girls | <ul style="list-style-type: none"> Insignias or logos Colors that don't match girl's jumper / skirt See-through fabrics Sleeveless |
| Vests / Sweaters / Sweatshirts | <ul style="list-style-type: none"> Wauwatosa Catholic Logo sweatshirts (not including hooded) Solid one color: white, dark green, or navy Must have collared shirt or turtleneck underneath | Same as Girls | <ul style="list-style-type: none"> Oversized Hooded Emblems / decorations No striped or other combinations |
| Socks / Tights/ Leggings | <ul style="list-style-type: none"> Socks: any style or color Tights: solid one color: white, navy, or dark green Leggings: Solid one color: white, dark green, or navy (ankle length leggings may be worn under jumpers, skirts, or skorts. Socks must cover the bottom of the leggings.) | <ul style="list-style-type: none"> Socks: any style or color | <ul style="list-style-type: none"> Bare Feet with shoes |
| Footwear | <ul style="list-style-type: none"> All shoes must be non-marking All shoes must have a sole | <ul style="list-style-type: none"> Same as Girls | <ul style="list-style-type: none"> Open toed / sandals Clogs / backless styles Jelly Platforms Untied Heelies (roller shoes) Footwear that interferes with learning Shoes other than gym style shoes can be not be worn during Phy. Ed Class Light up |
| Hair | <ul style="list-style-type: none"> Clean, combed, and out of the eyes | <ul style="list-style-type: none"> Same as Girls | <ul style="list-style-type: none"> Extreme hairstyles or colors |
| Accessories | <ul style="list-style-type: none"> Hair bands /headbands / ribbons –any style or color For safety reasons only stud earrings may be worn and no more than 2 studs per ear | <ul style="list-style-type: none"> Same as Girls | <ul style="list-style-type: none"> Jewelry that impedes learning will not be allowed Dangling or hoop earrings Pocket chains Feathers in the hair Decorative scarves Decorative hats |
| Make-up | | | <ul style="list-style-type: none"> Distinguishable Make-up, fake nails or specially treated nails. |

SPECIAL DAYS:

| | GIRLS | BOYS | NOT ALLOWED |
|--|--|--|---|
| <p>Spirit Days</p> <p>Sept 7, Oct 12, Nov 2, Dec 7, Jan 4, Feb 1, March 1, April 5, May 3</p> <p>Please donate one non-perishable food item, a monetary donation, or to the organization as designated.</p> | <ul style="list-style-type: none"> Wauwatosa Catholic School logo Wear: T-shirt or sweatshirt (including hooded) Wauwatosa Catholic School Childcare T-shirt Wauwatosa Catholic School sport uniform shirt Uniform pants, blue jeans, khakis pants, sweatpants, windpants, loose-fitting cotton pants, skirts, skorts, or shorts made of these materials | <ul style="list-style-type: none"> Wauwatosa Catholic School logo Wear: T-shirt or sweatshirt (including hooded) Wauwatosa Catholic School Childcare T-shirt Wauwatosa Catholic School sport uniform shirt Uniform pants, blue jeans, khakis pants, sweatpants, windpants, loose-fitting cotton pants, or shorts made of these materials | <ul style="list-style-type: none"> Ripped or Frayed materials Decorative trim, extra zippers, studs, or excessive pockets Torn, excessively baggy, or overly tight pants or shirts Spaghetti straps / tank tops Sleeveless tops / bare midriffs Open toed or backless footwear Dresses/Skirts/shorts - No higher than 2 inches above the knee |
| <p>Out of Uniform Days/Dress Down Days</p> <p>Aug 31, Nov 20, May 17 & May 24</p> <p>Your Birthday</p> | <ul style="list-style-type: none"> Short or long sleeve shirt, sweatshirt or hooded sweatshirt suitable for our Christian learning environment Uniform pants, blue jeans, khakis pants, windpants, sweatpants, loose-fitting cotton pants or shorts made of these materials Leggings covered by a loose fitting skirt/dress/tunic that falls no shorter than 2 inches above the knee | <ul style="list-style-type: none"> Short or long sleeve shirt, sweatshirt or hooded sweatshirt suitable for our Christian learning environment Uniform pants, blue jeans, khakis pants, windpants, sweatpants, loose-fitting cotton pants, or shorts made of these materials | <ul style="list-style-type: none"> Skirts / dresses higher than 2 inches above the knee Ripped or Frayed materials Torn, excessively baggy, or overly tight pants or shirts Low cut shirts Spaghetti straps / tank tops Sleeveless tops / bare midriffs Open toed or backless footwear Pajama Pants Clothing styles and clothing with ads / gestures / language / messages / etc. that are offensive or inappropriate for our Christian learning environment |
| <p>Dress-up Days</p> <p>April 18 & June 6</p> | <ul style="list-style-type: none"> "Sunday best" / good clothes or uniform Leggings covered by a loose fitting skirt/dress/tunic that falls no shorter than 2 inches above the knee | <ul style="list-style-type: none"> "Sunday best" / good clothes or uniform | <ul style="list-style-type: none"> Same as Spirit Days/Out of Uniform categories Denim / jeans T-shirts Skirts / dresses higher than 2 inches above the knee Clothing styles and clothing with ads / gestures / language / messages / etc. that are offensive or inappropriate for our Christian learning environment |
| <p>Scouting Days / Events</p> | <ul style="list-style-type: none"> Appropriate scouting attire may be worn on meeting and scout-related special event days | <ul style="list-style-type: none"> Same as Girls | <ul style="list-style-type: none"> Non-uniform pants, shorts, skorts, or skirts |
| <p>Gym Classes</p> | <p>Kindergarten</p> <ul style="list-style-type: none"> Gym shoes and uniform or school clothing <p>1st -- 3rd grade</p> <ul style="list-style-type: none"> Regular uniform attire Shorts under uniform Non-marking athletic shoes <p>4th -- 8th grade</p> <ul style="list-style-type: none"> Loose fitting crew neck T-shirt Athletic shorts / loose fitting pants / warm-ups Non-marking athletic shoes Deodorant | <p>Kindergarten</p> <ul style="list-style-type: none"> Same as Girls <p>1st -- 3rd grade</p> <ul style="list-style-type: none"> Same as Girls <p>4th -- 8th grade</p> <ul style="list-style-type: none"> Same as Girls | <ul style="list-style-type: none"> Platform-type athletic shoes Same as "Spirit Days" and "Dress Down Days" categories Shorts that are shorter than the child's longest finger when arms are at his/her sides Spaghetti strap shirts or tank tops |

All articles of clothing must properly fit your child.

Hats: A parent sending a note to the teacher/principal explaining the situation can gain approval.

Birthday Privilege Out Of Uniform Day:

For special recognition, students may elect to dress up or dress down on their birthday or on the school day closest to their actual birthday date. Students who have a Wednesday (Mass day) or summer birthdays, may elect to dress out of uniform either on their half-birthday or another mutually agreed upon date with the homeroom teacher. Determination of whether a student is in compliance with the dress code is at the discretion of the teacher/principal. The principal is the final authority who determines if a child is within or has violated the dress code policy. Any items not specifically addressed by the dress code are at the discretion of the principal.

Religious Instruction

Religion is an integral part of our daily program. A formal class, a planned liturgy or a prayer service is experienced each day. Our main task is to create an environment for young people to learn Christian values and principles while at the same time teaching Catholic Doctrine. Only approved religion texts are used in the formal religion classes and in the Catholic Family Life Program. Guidelines prepared by the Bishops of the United States are followed in all of our sacramental and liturgical preparations.

We follow the liturgical calendar and will plan religious activities to support the teachings of the Catholic Church. There will be several school-wide activities that will be planned and implemented as part of our mission with Christian formation.

Preparation of the student for the reception of sacraments is the responsibility of the parish and parents/legal guardians. Pupils attending Wauwatosa Catholic School have daily opportunities to grow in understanding the doctrine and traditions of our faith. Penitential celebrations are held regularly with each Parish Community. Students in second grade are formally prepared for the reception of First Holy Communion and First Reconciliation.

Wauwatosa Catholic School provides students with prayer experiences daily. Prayers are recited each day in the classroom. The students in grades K4-8 attend liturgy at least once a week, with special liturgies and prayer services included throughout the year. Activities to celebrate our faith are built into each classroom. These celebrations can either be in individual classrooms or they can be a school-wide initiative

Extracurricular Eligibility

Archdiocesan Policy #5144(a)

Eligibility requirements for participation in extracurricular activities shall be determined by school administration after consultation with staff members and appropriate committees. Established eligibility requirements shall apply equally to all extracurricular activities.

For Wauwatosa Catholic students this means that in order to remain eligible for extracurricular activities, students must not receive a "U" in core academic areas on the progress (mid-quarter) or quarterly report cards. Detention or suspension consequences for behavior problems also render a student ineligible for after-school activities. Students in jeopardy will be given a two week time frame in which to improve their effort in grades and/or behavior. Individual cases will be reviewed at the discretion of the Principal. The decisions of the Principal are final.

DISCIPLINE POLICY & SCHOOL RULES

At Wauwatosa Catholic School a School-wide Discipline Plan has been developed to provide a safe nurturing environment that supports student learning. Our goal is to nurture self-esteem as we help students learn to make good behavior choices, become self-disciplined and responsible for their actions. We will work together as a school community to keep parents informed and communicate situations home if they arise.

Specific school rules have been established by Wauwatosa Catholic School. Students who choose to disregard these rules will experience the consequences for breaking the rules. We stress making good choices, as well as being responsible for one's actions. We strive to positively reinforce the good behavior of all students. It is our hope that if students understand the consequences of their behavior, they will consciously make good choices.

WE EXPECT ALL STUDENTS TO DISPLAY THE FOLLOWING CHRISTIAN CONDUCT:

- 1. RESPECT THEMSELVES**
- 2. RESPECT OTHERS**
- 3. RESPECT SCHOOL AND OTHER PEOPLE'S PROPERTY**

This conduct is expected in all areas of the school, church, and at any school/parish sponsored activity, and at all outside activities.

School-Wide Student Recognition

Positive student behavior is recognized in the classroom and school-wide through praise, rewards, special activities, recognition at regular assemblies, certificates, phone calls and notes to parents.

Classroom Discipline

Each teacher will develop, with their class, a plan that clearly states classroom standards, rewards for positive behavior and consequences for negative behavior.

School-wide Rules

1. Respect the rights, feelings and property of others.
2. Keep hands, feet and other objects to yourself.
3. Follow directions of all school personnel.
4. Play safely. Guidelines for safe play include:
 - a. Running only in organized activities supervised by school personnel
 - b. Climbing on apparatus only at recess, lunch, and P.E. with supervision
 - c. Play and stay in designated areas
 - d. Play equipment is used properly and stays in appropriate areas
 - e. Eat only in designated eating areas
5. Keep our school clean.
6. Do not bring items that are inappropriate for school or detract from the learning process, including toys, electronics, valuables, trading cards, gum, candy, soda, and glass bottles.
7. Students may not use personal electronic devices in school.
8. Use the internet responsibly
9. Follow the Uniform Dress Code

The disciplinary code for Wauwatosa Catholic is as follows:

1. Minor classroom infractions shall be handled by the classroom teacher and/or staff on an individual basis.

2. Repeated offenses of a more serious nature shall be referred to the principal, accompanied by communication of the offense to the parent/legal guardian.
3. Various breaches of conduct, depending upon seriousness, can be placed under the following categories: detention, probation, suspension, and expulsion as indicated by Archdiocesan policy.

Consequences

These steps will be followed:

- Step 1: Reminder
- Step 2: Staff/Student Conference
- Step 3: After School Detention
- Step 4: Office Referral/Call Home
- Step 5: Parent Conference
- Step 6: Suspension

We ask that students attending Wauwatosia Catholic School choose to respond in a Christ-like manner by showing:

- Obedience
- Honesty (cheating and forgery are forms of dishonesty)
- Courtesy
- Cooperation
- Respect

Disciplinary rules are established to:

- comply with legal guidelines
- foster self-discipline
- cultivate Christian values
- provide a safe, learning climate for those concerned

The PYP Unit (Grades K-5) and the MYP Unit (Grades 6-8) develop disciplinary policies which are updated yearly. The students sign the Essential Agreements in their classroom. These signatures indicate that student and the teacher, are aware of the policy and will see to its successful enforcement.

BULLYING

Excerpts from Wisconsin Model Bullying Policy
Archdiocese of Milwaukee *Regulation 5144(b)*

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

The following types of bullying behavior are prohibited:

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

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

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

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

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

Verbal Harassment (Bullying)

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of verbal or non-verbal behavior.

Verbal harassment includes but is not limited to the following behavior.

1. All bullying
2. Racial insults
3. "Put Down" language
4. Consistent teasing
5. Deliberate name-calling
6. Ethnic slurs

Sexual Harassment (Bullying)

Respect and honor for the dignity of each individual is essential. Therefore, it is imperative that we maintain a learning environment that is free from any form of sexual/verbal harassment or intimidation.

"Sexual Harassment" means unwelcome sexual advances, unwelcome physical conduct of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Sexual harassment includes but is not limited to the following behaviors:

1. Verbal conduct such as derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments. This means words that hurt people such as calling people names will not be tolerated.
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, studies or plays because of sex.
4. Threats and demands to submit to sexual requests.
5. Physical or mental abuse.
6. Retaliation for having reported or threatened to report sexual harassment.

Electronic Policies/Agreements

Electronic devices, such as but not limited to: cell phones/headsets, iPods, MP3 Players, CD players, cameras, etc., are not to be seen or used on school premises. Such equipment is not needed during the school day and is disruptive to the learning environment. Students may not take pictures or videotape in school. **Wauwatosa Catholic School is not, nor cannot be, liable for loss of or damage to such equipment.**

Playground

Children are not allowed to leave the school grounds during the lunch recess without written request and/or permission from a parent.

Because adequate supervision for the children is needed during the noon recess period from 11:30am-12:55pm, it is important that all parents participate in our volunteer playground supervision program.

The only balls allowed on the playground are those approved by the classroom teacher or the school administration. For the protection of all, no contact games of any kind are allowed while large groups are present on the playground. The time allowed on the playground must be spent profitably in activities and games that ensure the safety of all.

Cars cannot enter or exit after 11:30 a.m. and before 12:55 p.m. Students use the playground for recess and we must keep the playground safe for all children.

Playground Rules

Children are expected to treat their peers with kindness and respect and to listen to and cooperate with all supervisors.

SPECIFICALLY:

- NO unsportsmanlike behavior
- NO contact sports; one hand touch only
- NO leaving the playground; except in the case of injury/illness
- NO playing in the alley
- Stay away from the stairs leading to 76th Street
- Stay in designated play area
- NO climbing on basketball hoops
- Use equipment for its intended use
- Keep balls in play area; if a ball goes out of play area, tell a supervisor
- NO food on playground
- All activity should stop when whistle is blown
- Stay away from the gate

WHEN SNOW IS PRESENT:

- NO dangerous play including throwing snowballs
- Boots and snow pants **MUST** be worn when playing on snow.
- Children without boots or snow pants may not play in the snow
- Play on asphalt surface only

Consequences for failure to follow playground rules: Students may be given warnings, time-outs, or sent to the office. Inappropriate playground behavior issues will be reported to the principal.

Bicycles-Safety

Bicycles ridden to school are to be parked and locked in the rack provided for that purpose. The school is not responsible for damage or theft. No student is to ride his/her bike on the playground area between 7:50am and 3:30pm. When a bike rider enters the playground area, he/she must walk the bike to the bike area. When leaving after school, he/she must walk with the bike to Wauwatosa Ave. All are expected to abide by the rules of bicycle safety as issued by the Wauwatosa Police Department. **BIKES MUST BE WALKED ON AND OFF SCHOOL PROPERTY. SKATEBOARDS, ROLLERBLADES, SHOES WITH WHEELS and SCOOTERS ARE PROHIBITED** on school grounds as well as in the building.

Tobacco, Drugs, and Alcohol

A student violating any federal or state drug statutes, or engaging in any transaction, including possession, use or transfer of undesirable substances or look-alikes, either on or off school premises, will be subject to immediate suspension. The school administration reserves the right to call the Wauwatosa Police Department and request a breathalyzer test if they smell alcohol on a child(ren)'s breath or if other evidence is present. Possession or use of alcoholic beverages on school property will cause immediate suspension. It will be at the discretion of the principal, after investigating the incident, whether to begin the expulsion process. Wauwatosa Catholic is a smoke free zone

Lunchroom Protocol

All students are expected to remain on the school premises during the lunch period. Students are to be seated at tables designated for their grade level. Students are also expected to abide by the lunchroom rules, speak in a soft tone, and be respectful of others. Violations of the rules may result in lunchroom privileges being revoked.

Weapons

Any child found with a weapon or weapon look-alikes on his/her person, or in his/her desk will be subject to immediate suspension. It will be at the discretion of the Principal, after investigating the incident, whether to begin the expulsion process.

School Property

Pupils are responsible for the proper care of all books, supplies, furniture and equipment supplied by the school. Books taken home should be carried in some type of protective case, book bag or backpack. Pupils who carelessly mark, destroy, or lose a book, disfigure property, or do damage to school property or equipment will be required to pay for the damage done or to replace the item. Desks and lockers are the property of the school.

Wauwatosa Catholic School's Policy on Expulsion

The following actions may be grounds for expulsion:

- Behavior that negatively affects the morale of other students or a member of the school staff
- Language or behavior that is abusive, indecent, or of a harassing or bullying nature toward other students or a member of the school staff
- Break-in or destruction of school property
- Insubordination toward rules and regulations set down by school administration and staff.
- Theft
- Smoking or drinking alcoholic beverages

- Using or distributing drugs
- Bringing weapons to school
- Computer, Telecommunications, or Network misuse
- Such conduct as may cause criticism of the school community which it serves

HEALTH AND NUTRITION IN THE SCHOOL ENVIRONMENT

Asbestos

As of the 1998-1999 school year, all asbestos has been removed from the school building.

Medications

The school is prohibited from offering any student or person medication in any form. If a student is sent to school with any indication that aspirin, cough drops, inhalers, etc. might be needed, the student should be provided with this medication and instructed in its use via the “Parent/Guardian Medication Consent Form.” This form is available in the school office. The teacher and the school office should be notified of this need. All medications will be kept in the office. The school is not allowed to diagnose any illness, injury, or administer any medicine of any nature by State Statute (118.29(2)).

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications.

Archdiocesan Policy #5140.2(a) requires that prescription medication be administered during the school day only after the necessary forms have been filled out by the child’s parent(s) and doctor. **All medication, with the exception of asthma inhalers, glucagons, and EpiPens, must be kept in the school office.**

Medication given to the school must have the following information printed on the container:

- A. Child’s full name;
- B. Name of the drug and dosage;
- C. Time to be given; (instructions from the prescribing physician for the administration of the prescribed medication) and
- D. Physician’s name

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication. (Pursuant to State Law dated 9-1-99). Medication forms may be obtained at the school office.

No medication will be administered by school personnel without the Medication Consent Form and/or the Physician Order for Medication Administration Form being filled out and returned to the school office to be kept on file.

Emergency/Illness Information

It is important that Wauwatosa Catholic receive all emergency contact information the first week of school. It is also important that the school be notified if a change of address or telephone number occurs. The school must also have current numbers of parents’ places of employment or other contacts to be made if an emergency arises. **An emergency card is sent home annually and is to be filled out and returned to the school office.**

It is important to note the following:

1. The emergency/illness form is one of the most important records requested by the school.
2. Current information is vital to the proper care of your student in case of illness or injury during school hours.
3. A new form is required each year.
4. The emergency contact should be someone who is available with transportation during the school day.
5. If there are any updates/changes to your emergency card, please contact the school office.

In cases when a parent/legal guardian cannot be contacted, the student will be taken directly to the hospital by rescue squad if the seriousness of the accident or illness warrants immediate medical treatment

Head Lice

Head lice are contagious. The school recommends that students do not share brushes, hats or clothing items. It is recommended that students with long hair tie their hair up off the back of the neck. If a student is found to have head lice/nits, the school office must be notified immediately. If the school determines that the child has nits or live lice, the child will be sent home to begin lice treatments. The school will take the necessary precautions when lice are found in the school. We will vacuum carpets/rugs and bag any items that are not able to be vacuumed. We will check other children in the classroom where the lice/nits were found. We will notify the school community when nits/lice are found on a child in our school, so that parents can check and continue to check their child's hair. We advise you to contact your pediatrician or pharmacist for the procedures to treat for head lice on your child and in your home. The student may not return to school until the head is free of lice and nits.

Immunizations

VARICELLA VACCINE

2 doses of varicella (chickenpox) vaccine are required for students entering Kindergarten, 1st, 2nd 6th, 7th, 8th and 12th grades beginning in the 2015-2016 school year.

To be compliant, the parent (or guardian) must provide to the School or Child Care one of the following:

1. The date of vaccination (mm/dd/yy) or
2. An indication that the child has a history of chickenpox or
3. A waiver for health, religious, or personal conviction reasons.

Wauwatosa Catholic School will follow State Statutes in regards to the Age/Grade required immunizations. Immunization records forms are sent home each school year to be completed by the parent.

CANDY – GUM - SNACK FOOD – TREATS

Food Allergies Milwaukee Archdiocese Regulation 5140.4(d)

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan. The health care plan will be kept on file in the health room/office and in the cafeteria (refer to Form 5140.2d). For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school. The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will in good faith provide accommodations to provide an environment that is as free as possible

from the allergy producing food products. The school will provide an allergy-controlled table in the lunchroom or classroom for students with severe food allergies.

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

Chewing gum is not allowed on the school premises.

Students should not bring candy or snacks to school unless they are for a class treat or otherwise designated by the teacher. It is strongly recommended that birthday treats be kept simple and easy to distribute. Anything other than this must be approved in advance by the classroom teacher.

Peanut And Nut Policy

Recognizing that some students have a serious allergy to peanuts and tree nuts, Wauwatosa Catholic School encourages families to be sensitive to this concern in planning food choices for students.

Pets In School Archdiocesan Policy 5140.3

For health and safety reasons, family/household/classroom pets are not allowed in the school building. The school administrator, for special educational events such as High Interest Day, may grant exceptions, and parents will be notified.

WELLNESS POLICY FOR SCHOOL NUTRITION

The policy of our school is to:

1. Provide a positive environment and appropriate knowledge regarding food.
 - Ensure that all students have access to healthy food choices during school and at school functions.
 - Provide a pleasant eating environment for students and staff. Allow 25 minutes for students to eat lunch and socialize in the designated area.
 - Enable students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as part of a class or student incentive program, staff and students are encouraged to utilize healthy, nutritious food choices. Healthy snacks include: fruit, pretzels, granola bars. etc.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever possible.
4. Reduce student access to foods of minimal nutritional value. Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.
5. Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:
 - Reducing access to non-nutritional foods
 - Educating students about healthy foods

Hot Lunch

Children are fed a hot nutritious lunch at a reasonable cost of \$3.20. The hot lunch consists of a main entrée (choice of two), fruit (fresh or canned), a vegetable (fresh or canned), milk and bread (whole grain). The meats served are chicken, turkey and ground beef. Sometimes we do serve pork. The milk is 1% (white and

chocolate). The children pick what they want on their tray for each item. They inform their teacher of their entrée selection each morning. The monthly menu will be on the Wauwatosa Catholic website.

We offer assistance to families that have financial challenges. To apply for assistance you will need to fill out the reduced lunch application (contact school office). This form must be completed each year to see if you qualify. Complete the form and drop it off at the school office in a sealed envelope to my attention (all information will be kept confidential to me). You will be notified if you qualify.

If your child is going to be late, please phone in their order to the school office by 8:30am. If they are tardy, please be sure that their hot lunch choice is communicated to the school office when they arrive.

Lunches are to be paid for in advance. We prefer that you pay a lump sum, so that we can credit lunches as they are consumed. You may stop by the front hallway during morning drop off to purchase lunches (\$3.20 each) or milk tickets (\$0.50 each) from the hot lunch coordinator. When sending money in your child's folder, please put it in a sealed envelope with the name of your child(ren) and grade(s). Please also indicate the quantity of lunches and the quantity of milks. You will be notified by phone and/or email when your balance is low or negative. Please be sure to attend to this promptly.

- If your child is allergic to any food or dairy product it is imperative that you let the school office and hot lunch coordinator know.
- Restaurant meals and soda are not allowed at school.
- Students who bring a lunch from home should bring only ready to eat foods. We do not offer a microwave oven for student use during the lunch periods.
- We are not a "nut free" school, however there are "nut free" zones in the cafeteria and classrooms.
- The finances for the Hot Lunch Program are separate from tuition and child care billing. The program is self-supporting. Any residual 'profits' are put back into the program's equipment needs.
- A "fund balance" and transaction register is maintained for each family that participates.
- The (2017-2018) cost for **Hot Lunch is \$3.20 per day** (includes 1 milk).
- **Milk costs \$.50 per carton** for those eating cold lunch or for those desiring extra. You must buy tickets. You can buy the milk tickets at the school office or order them through the hot lunch coordinator if you have a balance in your account.
- Children do not have to eat hot lunch every day. You can pick and choose the days.
- If your child gets sick that day at school and does not eat lunch they will not be charged.
- Children are allowed to "borrow" a hot lunch if they forget their cold lunch, forget their money for that day, or the account balance is insufficient.

SAFETY AND SECURITY

EMERGENCY PROCEDURES

Our school has a Crisis Procedure Plan should there be an emergency due to weather-related situations, fire, threats, or other unexpected crises. Every teacher and staff member has a copy of the plan. If the school needs to close before regular dismissal time, parents/guardians will be notified. Students do practice safety drills throughout the school year.

Emergency School Closings

Other forms of communication *may* be used if email is unavailable during the facility related closure.

Listed below are the policies for both Snow and Extreme Cold. Please note that the policies are different between the two conditions. Also, in the event that Wauwatosa Public School District does not have a scheduled school day during weather conditions, Wauwatosa Catholic School will notify families via the news stations and email if Wauwatosa Catholic School is closed.

Snow, Ice, or Blizzard Conditions: In the event of snow, ice, or blizzard weather conditions, Wauwatosa Catholic School will follow the decisions of the Wauwatosa Public School District officials with regard to closing our school. If the news stations broadcast that Wauwatosa Public School District is closed, then Wauwatosa Catholic School will also be closed. Wauwatosa Catholic School will then be broadcasted on channels 4, 6, 12, and 58 as soon as possible after Wauwatosa Public School District makes the decision to close. We will also follow up with families via email to confirm that Wauwatosa Catholic School will be closed for snow, ice, or blizzard weather conditions.

Extreme Cold: Wauwatosa Catholic School will decide on its own if it will be closed for cold weather temperatures. If it is extremely cold outside, please visit the news stations 4, 6, 12, and 58 to look for Wauwatosa Catholic School in the listed schools. If Wauwatosa Catholic School is closed, we will also follow up with families via email to confirm that Wauwatosa Catholic School will be closed for cold weather temperatures. Wauwatosa Catholic School will not necessarily follow Wauwatosa Public School District for extreme cold weather conditions. If Wauwatosa Catholic School is NOT listed, Wauwatosa Catholic School will have school.

Facilities Related Closure: In cases directly related to Wauwatosa Catholic School, such as no heat, no water, etc. the decision will be made by the school administrator. Notification of Wauwatosa Catholic School being closed will be announced on the following TV stations channels 4, 6, 12, and 58. A follow-up email will be sent to families to confirm that Wauwatosa Catholic School will be closed for a reason directly related to our school.

Evacuation: In the event of an emergency (fire, fumes, gas leak, etc.) that requires an evacuation of Wauwatosa Catholic School, the students will be taken to a relocation center and parents will be notified via email with further information, instructions, and locations for pick-up.

FIRE, TORNADO and SAFETY DRILLS

Fire and Civil Defense drills are conducted at regularly scheduled times. Wauwatosa Catholic School will be responsible for conducting all emergency drills with staff and students. The local Fire Department inspects the school and checks fire drill procedures. Students must follow directions carefully and remain quiet so that emergency directions may be heard at all times.

The Civil Defense signal will be a loud horn sound. When leaving the building during an emergency situation or during practice drills, everyone must vacate the areas around the exits. It is of grave importance that students exhibit proper conduct during all drills. Students who are not cooperating with important protective measures could compromise the safety of the entire complex. The purpose of these drills is to provide immediate safety in case of emergency. Students should view these precautions as a means of learning how to avoid serious injury both to themselves and to other students in the building. A copy of the school's Emergency Response Plan is displayed in all classrooms.

SEARCH AND SEIZURE

Rules Approved:
5/1/94, 5/14/09

Milwaukee Archdiocese: Regulation 5145.2

The principal and staff members specifically delegated by the principal shall inspect the student lockers and desks and any items in the lockers and desks periodically. The principal/designee

shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

If lockers are to be locked, students must use school-furnished locks on the lockers. Any other locks will be confiscated by school authorities. All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.

VISITORS

Parents and interested persons are always welcome at school. However, **visitors must sign in at the school office and receive a visitor tag** before going into a classroom or walking in the school building. As visitors leave the building, they are asked to stop in the office, return the nametag and sign out.

NO PARENT MAY INTERRUPT A TEACHER WHILE (S)HE IS ENGAGED IN TEACHING A CLASS. If it is necessary to confer with a teacher, an appointment can be requested either by phone, in writing or an email may be sent to the principal and teacher.

BUILDING SECURITY

All doors accessing the Wauwatosa Catholic School building will be locked during school hours. The school door located on Wauwatosa Avenue has a bell that visitors may ring when they need to access the building. Students and parents may not open doors for visitors for the safety and security of our school.

Parents seeking to access the Child Care portion of the school should follow published procedures for child pick up and drop off for the Child Care. When children are to be dismissed to the Child Care after their time at school they are guided to the Child Care by the appropriate school staff.

During the school hours parents, and all visitors, are expected to allow building staff to control access to the building. While it is considerate to hold the door for a fellow parent during the day, only school staff is aware who may enter the school building.

All faculty and staff are responsible for building security during normal school hours. Teachers are responsible for securing the building as they enter and leave the building by making sure that the door is always closed securely. Teachers will be responsible for checking entrance doors by their classrooms periodically throughout the school day.

During school hours, the "Harwood" doors will be locked by 8:00 A.M., and only the Wauwatosa Avenue entrance doors are to be used to gain access to the school. Building doors will be locked and secured as soon as possible following the close of the school day.

School staff will be recognizable by their school provided identification. Parents, visitors, and children are expected to follow the directives of staff members at all times and immediately comply with staff in the event of emergency, or security threat.

CHILD CUSTODY

In an attempt to keep the school a neutral safe place for children to grow and be nurtured, the community of Wauwatosa Catholic School finds it necessary to develop a system-wide policy to address such situations.

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this matter will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2)(m).

If the parent falsely claims restrictions of the other parent's rights concerning the child, the other parent will be allowed to file a certified copy of the most recent court order on the matter.

At all times, Wauwatosa Catholic School will abide by the most recent court order. Unless there are court-imposed restrictions the non-placement parent will be given all:

1. Grade Reports
2. Notices of school activities
3. Copies of disciplinary action
4. Conference times to meet with the classroom teacher/principal
5. Rights to participate in all school activities to which the primary physical placement parent is invited

Unless specifically permitted by the primary placement parent or court order and a certified copy of the order is on file with Wauwatosa Catholic School, the non-placement parent will not be allowed visitation with the child(ren) during school hours. Similarly, Wauwatosa Catholic School will not release a child(ren) to a non-placement parent without the written permission of the primary placement parent or by court order. NOTE: All information is confidential.

APPENDIX I

TUITION

Tuition for Wauwatosa Catholic Parish School is determined annually by the Board of Directors.

Registration Fee: There is a \$200 per family non-refundable registration fee if registration is received by 3/1/18 and a \$300 per family non-refundable registration fee if registration is received after 3/1/18. The registration fee is applied to your 2018-19 tuition amount.

Tuition: Tuition is billed monthly with payments beginning in August via SMART TUITION. Our tuition includes all school fees (IB Programme, books, technology, at least one educational fieldtrip, etc.).

Financial Aid: If you would like to apply for financial aid, please complete the application with Covenant Tuition Services beginning on March 1, 2018 and no later than May 31, 2018. Notification of awards will be given by July 1, 2018 as payments start in August for the upcoming school year. Financial aid is only available for families who are current with tuition payments.

Parishioner Tuition Rate: I/We understand and agree in order to qualify for the St. Bernard Parish or St. Pius X Parish parishioner tuition rate our family must be a registered member of the supporting parish, have returned our pledge card, participate regularly in the prayer and worship life, demonstrate stewardship through sharing time and talent, and contribute financially on a regular basis. By not fulfilling the parishioner agreement, our tuition account will be assessed up to a \$1,500 fee in the Spring of the school year.

Tuition Schedule: The actual cost to educate one child at Wauwatosa Catholic School is \$5,819.

| | Tuition | Parishioner Tuition |
|--|----------------|----------------------------|
| Early Childhood (K3) – 2 days | \$ 2,500 | \$ 2,100 |
| Early Childhood (K3) – 3 days | \$ 3,400 | \$ 3,000 |
| Early Childhood (K3) – 5 days | \$ 4,600 | \$ 4,200 |
| One Child ½ Day K4 | \$ 4,700 | \$ 3,200 |
| One Child – All Day (K4-8 th) | \$ 5,700 | \$ 4,200 |
| Two Children – All Day (K4-8 th) | \$ 8,360 | \$ 6,860 |
| Three Children – All Day (K4-8 th) | \$ 10,380 | \$ 8,880 |
| Additional Children (K4-8 th) | + \$1,900 ea | +\$1,100 ea |

PAYMENT SCHEDULE

The deposit deducted from the total tuition to determine the balance tuition due amount that is then spread over 10 monthly payments due via Smart Tuition on the 15th of each month: August through May. Late fees and NSF fees will be applied.

Families may pre-pay these monthly tuition payments in part or in full at any time.

SCRIP

SCRIP is a year round fundraising program managed at each sponsoring parish. You purchase gift certificates or cards at face value. Merchants have provided these gift certificates to the parishes at a discount that varies and is listed on the order form. SCRIP may be purchased at

either of the sponsoring parishes. These discounts (SCRIP profits) are then accumulated and recorded for each school family.

Fifty percent (50%) of the SCRIP profits earned by each family are returned to them as a credit on your tuition statement. The remaining fifty percent is split evenly between the school and the parish where the SCRIP was purchased.

Profits will be accumulated monthly and disbursed to the school families two times each school year. They will be shown as a credit to the tuition due on the January and May statements. Families are allowed to earn SCRIP profit up to but not exceeding their total annual tuition and fee assessment.

New families may begin to accumulate credits immediately upon school registration (forms completed and down payment made). If the tuition has been prepaid, the credit earned shall be rolled forward to the following school year. If you have no children in the school the following year, and your tuition has been paid in full, your credit will be given to the school.

TUITION ASSISTANCE

Wauwatosa Catholic School is pleased to provide financial assistance to families that need help “bridging the gap” between the cost of tuition and their ability to pay.

Financial Aid: If you would like to apply for financial aid, please complete the application with Covenant Tuition Services beginning on/near March 1 and no later than May 31. Notification of awards will be given by July 1 as payments start in August for the upcoming school year. Financial aid is only available for families who are current with tuition payments.

In order to facilitate a fair process without unduly intruding on the privacy of our families we have partnered with Covenant Tuition Services. CTS will perform an analysis using the basic formula that the Federal Government uses to determine parents’ ability to pay. The formula takes into account all sources of income and subtracts certain allowances. CTS will provide a recommendation to Wauwatosa Catholic as to your “ability to pay value.” Wauwatosa Catholic will then make the decision as to how much assistance will be provided. Be aware that this decision will be dependent, in part, on the number of applicants and the pool of funds available.

Families who wish to apply need to complete the appropriate form and submit the required supporting information and an application fee to CTS. Incomplete applications will not be eligible for tuition assistance. You will be notified by July 1 as to the level of assistance determined to be available for your family.

All tuition from the prior school year must be paid in full in order to apply and receive tuition assistance for the following school year.

Assistance is distributed for a single year and must be renewed (if needed) on an annual basis.

Changing financial conditions during a school year will not negate tuition amounts due. If families find themselves under such circumstances they are required to contact the business manager and meet to discuss possible modifications to the payment schedule.

APPENDIX II

TESTING (ACHIEVEMENT) PROGRAM

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

- All students in grades 1 – 7 will be administered the Iowa Test of Basic Skills (ITBS)/Cognitive Abilities Test during each school year.

Results of the above testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

APPENDIX III

STUDENT PROMOTION/RETENTION

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted several times during the year relative to Rules 5123 (b).

- ❖ There is no legal number of absences, which if exceeded, leads to automatic retention.
- ❖ Students shall not be considered for more than one (1) school year during the elementary school years.
- ❖ Final decisions on retention will rest with the local school authorities.

GUIDELINES FOR CONSIDERING RETENTION OF STUDENTS

May factors such as the following will be considered before any decision is made. The child's:

- Chronological Age – The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
- Intellectual Ability – The low ability student (I.Q. 70-90) may achieve below grade level and retention will only temporarily alleviate this discrepancy. In addition, the slow learning student often drops out of school because of increased chronological age.
- Physical Size – The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
- Present Grade Placement – Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point usually compounds the student's problems.
- Siblings – Family difficulties often arise when retention causes the placement of siblings in the same grade.
- Peer Relationships – Retention may adversely affect the relationship of the student within the community/neighborhood group with which he or she closely identifies.
- Group Decision – The school principal, teachers, school support personnel, and parents should be involved in a decision to retain the student.
- Child's Attitude – Ideally the student should be a partner in the group decision for retention or promotion. When the student child is part of the planning, a more favorable attitude results.
- Parental Involvement – When retention is being considered, parents are to be contacted several times during the year to be appraised of the student's progress and needs.
- Individual School Procedures – Each school should incorporate these guidelines into a standard procedure to follow when considering the retention/promotion of students. A student should not be retained more than once during the elementary years.
- The school must ascertain whether the retention will help or hinder the learning deficit.

APPENDIX IV

SPECIAL NEEDS “AT RISK” STUDENTS

Although Wauwatosa Catholic School is unable to offer Special Education classes/programs for children with Exceptional Educational Needs, the school accepts students who are in need of Special Education Services. The principal and parents will have a meeting to determine if WCS will be able to service the needs of the child. WCS works closely with Wauwatosa Public Schools through the Special Education Referral process.

PROCEDURE:

1. The classroom teacher or Principal communicates with the child’s parents regarding a referral. Reasons for the referral may include perceived learning, social, emotional or behavioral problems. The cumulative folder is reviewed. The school community will work with the parent every step of the way.
2. The teacher and principal conference to clarify the referral.
3. Parents are invited to conference regarding the referral.
4. Parents complete the Wauwatosa Public Schools Special Education Referral Form
5. Parents are notified that Wauwatosa Public Schools will begin the required observations and testing.
6. Wauwatosa Public Schools support staff, WCS principal and classroom teacher meet to discuss the results of the testing and discuss as to what action plan will be.
7. A student support plan is developed (if the student will remain at WCS).
8. Classroom teacher and specialists work on the implementation of the student’s support plan.
9. Parents and teachers meet quarterly to assess the plan and progress of the student.
10. If Wauwatosa Catholic School teachers believe they cannot continue to meet the needs of the student, the Principal will inform the parents by conferencing with them.

APPENDIX V

PROBATION, SUSPENSION, EXPULSION

Wauwatosa Catholic classroom teachers will handle most of the discipline in the classroom through the use of classroom developed discipline policies. Repeated offenses of a more serious nature will be referred to the Principal or designee. Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict the student's privileges and rights of attendance.

Probation: Probation is a status or period of trial for students who have unsatisfactory grades and/or behavior problems. A student may be placed on probation by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation using individual provisional contracts. The principal's decisions are final.

Suspension: Suspension means the removal or exclusion of a student for a period of time from the regular school setting.

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. 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 notices of the suspension and the reasons for the action.
3. **In-School Suspension:** can be directed for varying lengths of time, but shall not exceed three days. In-school Suspension conditions are to be determined by the principal.
Out-of-School Suspension: is the responsibility of the principal. State Law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held.

Expulsion: By definition, expulsion is a termination of enrollment. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion proceedings to begin immediately. The Archdiocesan Superintendent/Designee is to be consulted before any action leading to expulsion is taken.

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

The actions and procedures for probation, suspension or expulsion must be published in the Family and Faculty Handbooks.

The final decision to expel a student rests with the school principal or the pastor.

Expulsion Procedures:

1. Actions taken to suspend or expel a student shall be preceded by internal school procedures and supported by defensible records.

2. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. The hearing committee will be selected from members of the Parish(es) School Committee and/or the LLFFC and/or the Parish Council.
3. The hearing committee will recommend one of the following to the pastor:
 - a. not expel but offer other disciplinary action
 - b. allow the parent(s) of the student to voluntarily withdraw him/her from school in lieu of expulsion
 - c. expel
4. Before the hearing is held the parents and student are informed of the possible recommendations of the committee and that once the hearing is in progress the parent(s) of the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.
5. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeals: The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal.

The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/school with a recommendation about which step of the procedure needs to be processed further.

APPENDIX VI

PARENT GRIEVANCE PROCEDURE

In all human endeavors, there may be difficulties, disagreements, and problems that arise. In the vast majority of cases, these situations can be solved through communication between the parties involved. Indeed, even the Gospels challenge us to resolve all differences by going to the individual involved. The purpose of the Grievance Procedure is to provide for those instances in which differences cannot be resolved quickly or easily. Steps are designed to ensure that decisions are being made on an informed and consistent basis. A fair and just process upholds the dignity of all individuals involved and has the greatest potential to resolve differences.

INFORMAL PROCESS:

If a problem is being experienced by an individual student, the proper procedure is for the parent to first consult with the TEACHER within a reasonable amount of time. If the problem is not resolved at that level, the parent may make an appointment with the PRINCIPAL to discuss the problem. The problem will then be discussed with the teacher, the parent, and the principal.

STEP 1 TEACHER

STEP 2 PRINCIPAL

STEP 3 PRINCIPAL, TEACHER, and PARENT(S)

FORMAL PROCESS:

STEP 4 If there is no resolution after STEP 3 above, the parent(s) may initiate the formal grievance process by providing a letter to the PASTOR designee no later than 10 calendar days after the informal meeting with the teacher and the principal.

The letter must contain the following:

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

After receipt of the letter, the Pastor designee will provide the principal/teacher five calendar days to respond and then schedule a meeting with all parties within 10 calendar days to amicably work through conciliation toward resolution. Should resolution occur, the process is concluded.

APPENDIX VII

Regulation
5140.2(a)

Students

Welfare, Health and Safety

Administration of Medication to Students

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

Archdiocese of Milwaukee

Rules approved: 12-11-84
7/1/1986
4/2/1990
5/8/1998
5/3/2011

Students

Welfare, Health and Safety

Administration of Medication to Students

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
 - a. It is advisable to have in the Principal's or School Nurse's Office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
 - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
 - c. School personnel are asked to report any unusual behavior of pupils on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

Archdiocese of Milwaukee

Rules approved: 12-11-84
7/1/1986
4/2/1990
5/8/1998
5/8/2011

APPENDIX VIII

LIBRARY MEDIA CENTER

The Library Media Center (LMC) includes the computer lab where teachers can bring their classes for instructional support.

Families may make a donation to the library for their child's birthday. The student will be able to pick out a new book that will begin circulating in our school library. Please see the school office for more information on the Birthday Book Donation.

The Library Media Center will operate using the following rules:

1. All books and materials are catalogued according to the Dewey Decimal System.
2. All students are asked to take proper care of books loaned from the library. Books taken home should be carried in a protective case. No more than two books are to be taken out at one time.
3. Magazines may be checked out for a period of two weeks.
4. All overdue books must be returned before any more books can be withdrawn. The price of a new book must be paid when a book is lost. If the book is found and returned before the end of the school year, the money will be refunded.
5. All materials taken from the library must be checked out at the desk and returned to the place designated by the librarian. All reference material such as encyclopedias, etc., must be returned to the library before school is dismissed at the end of each day. DVDs, etc., may not be taken home.
6. Students will be fined for each day the book is overdue.

APPENDIX IX

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

| Age/Grade | Number of Doses | | | | | |
|-----------------------------|-------------------------------|----------------------|----------------------|--------------------|--------------------|--------------------|
| Pre K (2 yrs through 4 yrs) | 4 DTP/DTaP/DT | 3 Polio | 3 Hep B | 1 MMR ⁵ | 1 Var ⁶ | |
| Grade K and 2 | 4 DTP/DTaP/DT/Td ¹ | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 2 Var ⁶ | |
| Grade 3 through 5 | 4 DTP/DTaP/DT/Td ² | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 1 Var ⁶ | |
| Grade 6 and 8 | 4 DTP/DTaP/DT/Td ² | 1 Tdap ³ | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 2 Var ⁶ |
| Grade 9 and 11 | 4 DTP/DTaP/DT/Td ² | 1 Tdap ³ | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 1 Var ⁶ |
| Grade 12 | 4 DTP/DTaP/DT/Td ² | 1 Tdap ³ | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 2 Var ⁶ |

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose four days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within five years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose four days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

APPENDIX X

GRADING SYSTEM

The International Baccalaureate Programme requires teachers to provide students with several opportunities to provide evidence (through their work i.e. projects, oral presentations, formative or summative assessments, etc.) that he/she is proficient in said standard.

Quarterly letter grades for students' grades 4th through 8th are based on averages of daily work. Students are required to become proficient using the state of Wisconsin common core standards and the Archdioceses of Milwaukee Exit Expectations.

Letter grades will be issued using the scale below (Grades 4 through 8):

- A = 93-100 Excellent/Exceptional/Advanced Quality
- B = 85-92 Very Good/Proficient/Meets Quality Expectations
- C = 75-84 Satisfactory/Meets Basic Expectations
- D = 70-74 Needs to Improve/Inconsistent/Minimal Performance
- U = 69 and below Unsatisfactory

Proficiency Standards will be assessed using the scale below (Grades 4 through 8)

- (*) Advanced: Demonstrates exemplary understanding and application
(+) Proficient: Demonstrates consistent understanding and application
(/) Basic: Demonstrates a general understanding but an inconsistent application of the information
(-) Minimal: Demonstrates insufficient understanding of key concepts/skills
() Not assessed at this time

The grading system for the primary grades is less structured to allow personal growth without the pressure of academic grades.

Achievement Grades will be assessed using the scale below (Grades 1-3):

S Secure: Demonstrates a general understanding

P Progressing: Demonstrates a general understanding

N Needs Improvement: Demonstrates an inconsistent understanding

Proficiency Standards will be issued using the scale below (Grades 1-3)

- (+) Proficient: Demonstrates consistent understanding and application
(/) Basic: Demonstrates a general understanding but an inconsistent application of the information
(-) Minimal: Demonstrates insufficient understanding of key concepts/skills
() Not assessed at this time

Students in K3, K4 and K5 will receive narrative report cards at the end of Semester 1 and Semester 2.

APPENDIX XI

ELECTRONIC POLICIES/AGREEMENTS

Electronic devices, such as but not limited to: cell phones/headsets, iPod, MP3 players, CD players, cameras, etc., are not to be seen or used on school premises. Such equipment is not needed during the school day and is disruptive to the learning environment. Students may not take pictures or videotape in school. **Wauwatosa Catholic School is not nor cannot be liable for loss of or damage to such equipment.**

Wauwatosa Catholic School

Policy For the Acceptable Use of Computers and Telecommunications – 9/10

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of Wauwatosa Catholic School. Although the Internet offers limitless resources indispensable for education and research, it also lays claim to a widespread collection of inappropriate materials.

Internet filtering is the process by which requests for sites on the Internet are inspected and then allowed or denied based upon a set of “filtering” criteria. Comsift, Inc. offers a server-level filtering solution. The name of their product is Comsifter. Comsifter is an Internet filtering device in which the Internet is filtered at the gateway before requests are sent out and again before material is returned to the user. Comsifter provides filtering control and weekly updating via the server and not at the workstation level. Because Comsifter operates at the server level, end users won’t “see” a difference in their Internet use unless they try to access an “inappropriate site,” at which point an “Access denied” web page will appear on their screen. Comsifter is CIPA compliant and fulfills the Technology Protection Measure requirement of the Children’s Internet Protection Act.

Wauwatosa Catholic School provides computing and network resources for the use of students, employees, and others affiliated with the parish/school. The equipment, software, and network capacities provided through school/parish computer services are and remain the property of Wauwatosa Catholic. All users are expected to conduct their on-line activities in an ethical and legal fashion. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum.
- Using E-mail capabilities to facilitate distance learning projects.
- Using Google and newsgroups to gain access to current information on local, state, national and world events.

Unacceptable or inappropriate behaviors:

- Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet.

- Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited. Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under his/her control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.

Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany this privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or computer address to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents. Any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or mis-information to law enforcement authorities.
- Any information contained on the school's/parish computer's hard drive or computer disks, which are purchased by the school, are considered the property of Wauwatosa Catholic.

Some of our students' activity pictures may be posted on the school's website so you can see what they are doing in school. In addition we may publish their work on the World Wide Web. This gives families and others the chance to see what is going on at our school. However, any website publication would require a separate signed release form and we will honor any limitations that you might place on this consent to publish.

This agreement applies to stand-alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Students who abuse this privilege will not be allowed use of computers and they may receive additional consequences. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software. (Archdiocesan Policy 6161.2: Computers and Telecommunications-these forms are available at the end of this handbook and also on our website.)

APPENDIX XII

BEFORE AND AFTER SCHOOL CARE

Wauwatosa Catholic offers quality child care, before and after school, non school days, early dismissal days, and during the summer for our students ages 3K-8th grade. The goal of the program is to provide a safe environment in a well-structured program filled with a variety of recreational activities to meet the diverse interests of all children. Activities will vary daily with opportunities for your child to engage in games, crafts, sports and outdoor play. This is a recreational program with the emphasis on socializing and keeping the minds and bodies of the children active.

A one-time \$100.00 registration fee allows your child to become and remain a part of a private non-profit organization based in an environment filled with good faith and kind hearted people. Paperwork must be updated yearly to keep your registration current or the registration fee of \$100.00 will need to be paid again if the family account has become inactive. The hours of operation are Monday through Friday 6:30 am to 6:00 p.m. For more information, please contact the Director of Wauwatosa Catholic Child Care Center at 414-258-2094. Other information and forms are located on the Wauwatosa Catholic website.