

UPDATED 9.6.26



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www.standrews-delavan.org

Family Handbook



2026-27

St. Andrew Parish School is Where Faith and Knowledge Meet. We are called to Teach, Reflect, and Live the Gospel.

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DISCLAIMER (Archdiocese of Milwaukee Policy 5101)

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

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

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ST. ANDREW PARISH SCHOOL MISSION STATEMENT

St. Andrew Parish School is where faith and knowledge meet. We are called to teach, reflect, and live the Gospel.

School Vision

St. Andrew Parish School, a vital component of St. Andrew Parish, strives to pursue excellence in education to become more aware that we are: A multi-cultural family of God, guided by the Holy Spirit. Because we are Christians, we join our fellow parishioners in establishing the following priorities for our school:

- Proclaiming the message of Jesus through our daily lives;
- Celebrating with our parish families through prayerful and inspirational liturgies;
- Offering opportunities for religious education and Christian formation to all families;
- Being a welcoming and caring part of the parish community;
- Responding to individual and family needs within our school, our parish, our community, nationally and globally;
- Involving ourselves in issues of social justice at home and globally;
- Sharing our time, talents, and treasures;
- Being open to ecumenical exchange, studies, and celebrations;
- Preparing students to meet future academic challenges.

And through all these, we are grateful to God for giving us the opportunity and grace to serve.

Philosophy of Education

St. Andrew Parish School seeks to foster and develop the student's moral and spiritual growth, physical and psychological development, academic and cultural advancement, and the qualities that will prepare them as Christians to be helpful, productive, and caring community citizens.

LEGAL STRUCTURE OF PARISHES IN THE ARCHDIOCESE OF MILWAUKEE **(Archdiocese of Milwaukee Policy 2100)**

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the Pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. Trustees' specific roles, relationship with the parish council, spiritual formation, and other related issues are fully developed in the Parish Trustee Manual.

ADOPTION OF THE ARCHDIOCESE OF MILWAUKEE OFFICE FOR SCHOOLS POLICIES AND PROCEDURES **(Archdiocese of Milwaukee Policy 2110)**

The Archdiocese of Milwaukee's Superintendent of Schools is responsible to the Archbishop or his delegate for administering the educational programs in Catholic schools under the jurisdiction of the Office for Schools,

applicable state laws, and the Archdiocese's policies. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies.

Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs.

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

St. Andrew Parish School operates under the auspices of the Archdiocese of Milwaukee. Therefore, it adopts all policies outlined in the Parish and School Policy Manual published by the Office of Catholic Schools of the Archdiocese of Milwaukee. The school principal, faculty, and School Advisory Committee must follow all Archdiocese policies. Additional local policies may be developed to govern the school's operation but must be consistent with those set policies and procedures established by the Archdiocese of Milwaukee.

ACCREDITATION (Archdiocese of Milwaukee Policy 6181)

All Catholic schools, including any sequence of grades between 3K and 4K and 8th grade, are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

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

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

ACADEMICS

Option C is a web-based student information management system that parents and students can use. At the beginning of each school year, parents are given *Option C* login information to check on their child's progress in learning: Formative and Summative Evaluation Grades.

Instructional Program

To achieve the Christian Education goals outlined in the School Mission Statement, St. Andrew Parish School focuses on facilitating student learning, utilizing various instructional techniques and strategies. An emphasis is placed on teaching the basic skills needed for lifelong learning. Sequential learning, appropriate development practices, innovation, organization, educational research, and assessment are vital considerations as the school staff and faculty develop the curriculum.

The course of study at St. Andrew Parish School has been established by the Curriculum Committee of the Archdiocese of Milwaukee Office for Schools and by the Department of Public Instruction requirements for Wisconsin. The secular subjects and textbooks are similar to those used in the public sector.

The course of studies for all students includes Religion, Reading/Language Arts, Mathematics, Science, Social Studies, Health, Art, Music, and Physical Education. Technology is integrated throughout all curricular areas, with students using the tools available through our school-issued *Chromebooks* or *iPads*.

Education at St. Andrew Parish School is a community effort of students, parents, faculty, support staff, administration, and parish members. Each community member is committed to serving others in the education of God's children.

Assessment & Evaluation Policy

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

- 3 = Proficient: Demonstrates a complete understanding and application
- 2 = Developing: Demonstrates a general understanding, needs some help
- 1 = Emerging: Demonstrates an inconsistent understanding and needs much help

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

- 4 = Advanced: Demonstrates above grade level, self-directed application of skills
- 3 = Proficient: Demonstrates grade level, independently directed skills
- 2 = Developing: Demonstrates grade-level skills with some support
- 1 = Emerging: Demonstrates at or below grade level skills and needs multiple supports/interventions

Incomplete (INC) = The student failed to meet the teacher's class requirements on time. An incomplete must be made up within two academic weeks of the report card being issued.

Traditional grading will also be used to provide students and families with a clear measure of academic performance. Students will receive grades based on their performance on assignments, assessments, projects, and other classroom work. Traditional grades will be used alongside other forms of feedback to give a more complete picture of each student's progress and understanding.

In addition, the State Standards/Exit Expectations for each curricular area are assessed throughout the year. The report card shows how well the child is developing in each standard.

Academic Excellence

The Presidential Academic Awards will recognize students who demonstrate academic excellence, recognizing advanced/proficient students and developing/emerging students. Academic excellence is based on academic growth throughout middle school.

Homework vs. Skill Work

Every class period is equally important in the school day. Every assignment is given for a definite purpose. The purpose of skill work activities is to extend the opportunities to practice content skill acquisition/practice beyond the classroom. A regular time and a definite place should be provided for home study.

Students are given some time to work on assignments during the school day. Skill work not completed during the day can become skill practice at home. Skill work need not always be written; students may spend their homework reviewing notes, studying math facts, or reading.

St. Andrew Parish School's teaching staff expects an average of ten minutes per grade level (i.e., 1st graders spend 10 minutes nightly, 7th graders spend 70 minutes nightly, etc.) on skill practice or project work recovery each school night.

Assignments are given to help students master or apply various skills or concepts. The value of an assignment comes when teachers and students discuss or correct the assignment together to reinforce a learned concept or idea. This is an indication of a student's progress. For this reason, skill work is expected to be carefully and thoroughly done on time. The quality and promptness of a student's homework will be reflected in the Skill Work Formative Grade in our School Information System.

Students in lower grades (K – 4th) may be asked to remain inside at recess to complete homework that was not done during class. Middle school students (5th – 8th) may be asked to come to study hall for extra help with skill work or help with any missing assignments/projects. If your student has difficulty with an assignment, please feel free to help with directions and an explanation of concepts.

Occasionally, a family situation prevents students from completing homework. Please send a note to your student's teacher to explain the situation. Please help your student keep this conflict to a minimum.

Students who are ill or absent due to family obligations have one day per absence to complete and turn in any missing assignments. For example, if a student is absent for one day, that child has one full day to complete the assignments. If your child is ill on Monday, they have all of Tuesday to complete the assignments, and the work must be turned in on Wednesday. If your child misses Monday and Tuesday, they have two days to complete the missed school work (Wednesday and Thursday). All work would then be due on Friday. Any difficulties meeting this guideline should be discussed with the student's teacher.

Computer Network Use

All students wishing to use St. Andrew Parish School's computer network must sign an *Acceptable Use Policy Agreement* before using the equipment. This policy states that computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of St. Andrew Parish School. Network and Internet access is provided to further the legitimate educational goals of this institution. St. Andrew Parish School provides computing and network resources for students, employees, and others affiliated with St. Andrew Parish School. The equipment, software, and network capacities provided through St. Andrew Parish School computer services remain the property of St. Andrew Parish School. All users are expected to conduct their online activities ethically and legally. The use of these resources is a privilege, not a right. Misusing these resources will result in suspending or losing these privileges and disciplinary, legal, or monetary consequences.

Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand the curriculum is encouraged.
- Using *Google* School Email capabilities to facilitate distance-learning projects.
- Using Listservs and newsgroups to access current information on local, state, national, and world events.
- Examples of inappropriate or unacceptable use(s) of these resources include but are not limited to those that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include
 - Transmission of any material that violates 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.

Children with Exceptional Educational Needs (Archdiocese of Milwaukee Policy 6164.3)

Catholic schools in the Archdiocese welcome children with special needs and may be able to make reasonable accommodations for them in some circumstances. Whenever a student seeks enrollment in a Catholic school, the school shall inquire whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in a Catholic school only if a program and resources are available to meet the student's particular needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined individually by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed to document the reasonable accommodations the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. The parents should provide proper documentation to support the student's need for accommodations.

Students requiring specialized academic instruction, curriculum modification, or assessment modification may complete the Child Find Process to identify and intervene in their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The principal makes the final decision regarding any student's admission, instruction, and retention. Administrators will carefully consider the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Identifying and Providing for the Student with Exceptional Educational Needs

Whenever a teacher, parent, or principal initiates a concern about a child's physical, social, emotional, behavioral, or learning difficulty, a Collaborative Consultation (CC) is scheduled through the principal.

A CC is a meeting to discuss a concern. This meeting will include the school principal, teacher(s) involved with the child, parent(s)/ guardians, the learning support teacher, and any support personnel working with the student. A copy of the CC agenda will be sent to all potential participants. The CC will allow all participants to discuss, suggest, and agree upon ideas, plans, and strategies for addressing the concern.

If any testing is recommended at the CC meeting, parental authorization for this testing must be given in written form before any tests are given. St. Andrew Parish School's staff members or special consultants will administer the testing agreed upon at this initial CC.

The CC will be reconvened to evaluate the strategies and plans agreed on at the initial CC. This will review tests, goals, strategies, procedures, recommendations, etc., to determine whether the student needs further evaluation or interventions. If it is determined that a Multi-Curriculum Team evaluation is necessary, the principal will contact the appropriate public school authority to initiate this process.

Documents such as agendas and minutes of staff meetings, authorizations for testing, results of tests, evaluations of interventions, etc., will be maintained in a temporary file (separate from the student's permanent file) in the school office. Following completion of the CC, this file will be added to the student's cumulative student file.

Library/Learning Media Center

Children in 5K – 4th grade have a scheduled library time each week. Children are encouraged to check out books regularly. Books are checked out for two weeks. There are no fines for overdue books, but students with outstanding books may not check out any more books until the late ones are returned.

The student must pay the total replacement cost if books are damaged, lost, or not returned. Volunteers staff our school library. If you or anyone you know would like to assist in our library, please contact the School Office.

Physical Education Requirements

Each student is required to wear rubber-soled tennis shoes in the gymnasium. It is recommended that these shoes should be kept at school at all times. Students who do not have the appropriate physical education materials to participate will be observing that day. If that particular day coincides with a practice or game, it will hinder their ability to learn skills for class and make them ineligible for any co-curricular activity scheduled that day.

All students in 5th through 8th grades are required to wear gym clothes for P. E classes.

A written note from home or a doctor must be presented if a student has a medical reason to be excused from physical education class. A written notice is also required when a student can resume participation in gym class activities.

Promotion, Retention, and Acceleration (Archdiocese of Milwaukee Policy 5123)

Promotion, retention, and acceleration of students are based on many different criteria, such as intellectual ability, chronological age, social development, etc. Conferences will be held with the parent(s), teacher(s), and principal for recommended retention or acceleration. Conferences will include the reasons for the

recommendations and a review of the student's records and other data. Conference objectives will aim toward a mutually agreed upon decision between the parents and the school. The principal makes the final decision regarding retention or acceleration.

Promotion criteria from grade 3 to grade 4 must meet the requirements of 2323 Wisconsin Act 20.

Athletic Eligibility Policy

Being a student-athlete at St. Andrew Parish School is a privilege, not a right. With that privilege comes added responsibilities above and beyond that of the average student. Students who operate within the rules and expectations earn the privilege to participate.

Initial Eligibility

For students to become eligible to participate in the athletic program, they must:

- Be enrolled in St. Andrew Parish School;
- Be enrolled in grades 5, 6, 7, or 8;
- Be willing to adhere to their school's policies, rules, and regulations and that of the school's athletic conference.

If St. Andrew Parish School does not have enough students to field their own team, public school students enrolled in the St. Andrews Parish Faith Formation Program (FFP) would be eligible to participate. FFP students must abide by the St. Andrew Parish School athletic eligibility requirements.

For an FFP student to be eligible to participate on a St. Andrew Parish School athletic team, the student must be enrolled in the FFP from the beginning of the school year, be an active participant, and regularly attend FFP classes. The decision on whether an FFP student is eligible to participate in St. Andrew Parish School athletics will be made by the School Principal in consultation with the Pastor and Faith Formation Director. The decision is final and is not open for debate.

Continued Eligibility

A student's athletic eligibility will be determined based on teachers' grade reports, Spartan Cards/disciplinary issues, and report cards.

St. Andrew Parish School Athletic Code Criteria

1. All student-athletes are expected to attend class regularly, complete all assigned work on time, work to the best of their ability, and participate in all their classes. Student-athletes must meet these criteria to be eligible to participate in school-sponsored sports or activities.
2. There is an academic requirement for all participating students. Students who currently have a D or below in any class may not participate. As you know we still use standard based grades as well letter grades. However, athletic eligibility will be based on **letter grade only**. A Trimester Report Card with a D or lower will be declared ineligible to participate in school-sponsored sports or activities.
3. Athletic academic ineligibility is for two weeks (14 days). The two-week ineligibility will begin on the day the principal notifies the athletic director, parent(s), and student-athlete of the ineligibility.
4. Students declared ineligible will not be allowed to practice, participate in games or scrimmages, travel with the team, or do any other possible team-based activities while ineligible.

5. After a two-week ineligibility period, the ineligible student-athlete's grades and behavior will be reviewed to determine eligibility.
6. All student-athletes are expected to abide by the established behavioral expectations of the school.
 - a. Students will receive a one-game suspension for every lunch or after-school detention.
 - b. More serious behavioral issues, including suspensions, will result in a two-week ineligibility period or possible dismissal from the team.
7. Academic eligibility will be determined on the following dates:
 - a. October 11, 2024
 - b. November 26, 2024
 - c. January 17, 2025
 - d. February 28, 2025
8. If a student is ineligible, the principal will contact the athletic director and parent(s) and notify the student. The athletic director will inform the coaches.
9. Ineligible students may be dropped from a sport or activity for continued/ongoing ineligibility.
10. Parents may be required to meet with the principal before the student is reinstated.
11. A student absent during the school day cannot play, attend a game, or attend any other extra-curricular event unless the absence is excused by the principal (as in the case of a family emergency or doctor appointment).
12. Any student excused from Physical Education class due to a medical excuse from a doctor or parent will not be able to participate in an athletic practice or game on the day of the excuse.

The school principal will decide whether a student-athlete is eligible or ineligible. This decision is final and not open for debate.

ADMISSIONS (Archdiocese of Milwaukee Policies 5110, 5110.1, 5111, & 5111.1)

Admission Policy Guidelines

(St. Andrew Parish School Committee & St. Andrew Parish Council Revised 12-16-1993)

St. Andrew Parish is committed to maintaining a 3K through 8th grade School that benefits parishioners and the community. Students of all races and creeds are welcome to attend St. Andrew Parish School, but priority will be given to students of families who are active members of St. Andrew Parish. Archdiocesan guidelines will be followed regarding the admission of all new students (Archdiocesan Policy 5110).

If and when it becomes necessary to limit enrollment at St. Andrew Parish School, the following priorities will be enforced:

- To all students currently enrolled;
- To students who have siblings currently enrolled;
- To students of active parishioners;
- To students from other Catholic parishes.

Parishioners and Students in *Good Standing*

An active parishioner is defined as a registered parishioner (with the Parish Office) who is a practicing Catholic, participates in the worshipping community, and contributes (documented through the Parish Office) to the time, talent, and treasure stewardship program of St. Andrew Parish to the best of their ability. Parents with

students enrolled in the school are expected to participate in school activities. Parents with students enrolled in the school are expected to enter an annual tuition agreement (see page 13).

Right and Responsibility of Parents (Archdiocese of Milwaukee Policy 1312)

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

Parent/Guardian Conduct

As partners in their children's education, parents/guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. If the partnership is no longer viable in the principal's opinion, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

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

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

Academic Class Size Policy (St. Andrew Parish School Committee, Revised 4-12-2005)

The number of students accepted in 5K through 8th grade with one certified full-time teacher will be 25, with one additional admission for new parishioners with the approval of the pastor and principal. A waiting list will be developed to assist and maintain full enrollment. The waiting list will also determine the feasibility of hiring additional staff. Enrollment from the waiting list will follow the St. Andrew Parish School Admissions Policy Guidelines. If all other factors are equal, the first students registered on the waiting list will have priority.

3K, 4K, 5K, and 1st Grade Admission

(Archdiocese of Milwaukee Policy 5111 & WI State Statute 118.14)

Upon admission to 3K, 4K, 5K, or 1st grade, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other acceptable document the school has indicated. Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth to verify and record the child's date of birth on a school admission form. ALL STUDENTS MUST BE FULLY TOILET TRAINED PRIOR TO ADMITTANCE AT ST. ANDREW PARISH SCHOOL.

- No child may be admitted to 3K unless they are 3 years old on or before September 1st in the year they propose to enter school.

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

Early Admission into 3K, 4K, 5K, or 1st Grade (Archdiocese of Milwaukee Policy 5111.1)

St. Andrew Parish School recommends careful consideration of all aspects of a student's growth and development before considering early placement in 3K, 4K, 5K, or First Grade. It should be understood that only parents with students whose birthdays fall before October 1st but after September 1st may apply for early admission.

Schools participating in the Wisconsin Private School Choice Programs must adhere to the program's admissions policies and procedures and, therefore, may not admit under-age students to 5K or first grade. The applicable programs are:

- Milwaukee Parental Choice Program
- Racine Parental Choice Program
- Wisconsin Parental Choice Program
- Special Needs Scholarship Program

The procedures for admission of underage children are as follows:

- The parent applies to the principal, and an interview is held to determine reasons for requesting early admission to 3K and 4K, 5K, or First grade.
- A screening or assessment program will determine the student's school readiness.

Early admission to 3K and 4K, 5K, or 1st grade is considered on a trial basis. If the student does not adjust to the school within a reasonable period, the principal may request that the parents withdraw the student and enroll them at the regular age.

Gender Identity (Archdiocese of Milwaukee Policy 4470)

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other documents, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a preferred pronoun.

Students will be required to use the bathroom and locker room that matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take puberty blockers, even if self-administered, on parish or school property, for a potential or actual gender assignment.

Probationary Period (Archdiocese of Milwaukee Policy 5110)

All students are on probation during the first trimester of their attendance at St. Andrew Parish School. The school has a screening process for all new students, including a review of student records from previous schools, interviews with the student and parent(s), and placement testing procedures. During the first semester probationary period, St. Andrew Parish School will determine whether or not it can meet the student's needs.

Entrance Screening (Archdiocese of Milwaukee Policy 5110)

A screening process is conducted for students new or returning to St. Andrew Parish School. The screening process may include a questionnaire, review of records from previous schools, formal interview, and/or testing etc.

TUITION & FEES

Tuition

Tuition at St. Andrew Parish School covers roughly 30% of the cost of educating a student here. The remainder is subsidized by school fundraisers (Annual Fund Drive, St. Nick's Breakfast, Big Ticket Raffle, Formal, etc.) and from the general Parish fund. The Catholic School is an integral part of the Parish. The Parish depends on the active involvement of Parishioners and Parents. Their children's religious formation and education depend upon the parish's financial support.

For those who are claiming parish membership, you are to:

Attend Saturday or Sunday Mass regularly with their children; Participate in parish activities; Contribute regularly to St. Andrew Parish over and above the tuition payment. Give a minimum of \$15 a week to Parish Mass or 5% Tithe of regular income (monitored by Parish Office). Families unable to meet the stated expectations must meet with the Pastor or be considered a non-parishioner and pay the non-parishioner tuition. (Fr. B. Key, July 2017)

To be considered an active member of the Parish, one must be active (physically, emotionally, fiscally, and spiritually) in the school as a parent and an active member of the Parish family. There will be many expectations of a St. Andrew School member throughout the year, such as

- Conferences
- Volunteering
- Parish Attendance (Unless an Active Member at another Catholic School)

Tuition and Fees (Archdiocese of Milwaukee Policy 3240.1)

The parish community of St. Andrew recognizes that the Christian education of its children is a significant responsibility. Parish families share the school's financial support through regular contributions to the Parish. School families through their parish support, tuition, and various fundraising events. The success and

effectiveness of the school and its integration into the whole parish community depend significantly upon the involvement of the parents, not only in the reinforcement of the religious formation that takes place daily in the school but also by volunteering whenever possible and supporting your parish in other ways.

Tuition Policy (May 2017)

St. Andrew Parish School uses FACTS Tuition Management, an online tuition payment program that helps us manage our tuition collection process. All families must enroll with the online system and choose a tuition payment schedule. All families must adhere to the selected tuition payment schedule regardless of parishioner status.

All families are encouraged and expected to contribute personal time, talent, and service to the school in conjunction with their financial obligations.

Each year, every family must sign a Tuition Agreement Form (*see Appendices*) to indicate awareness of the coming school year's tuition amount. This form will be signed by the Director of School Administrative Services and returned to the family before the start of when tuition payments are due.

If these criteria are not met by the second Trimester of each Academic Year, or a meeting with the pastor has not been held, then Non-Parish Member rates will apply to tuition costs.

Tuition Collection Procedures

Timely tuition payments are crucial for the School and Parish to prevent cash flow problems and maintain financial viability. If you encounter difficulties meeting your agreed-upon tuition payments, please get in touch with the Principal or Director of School Administrative Services.

Payment is due on the date specified in your Payment Schedule with FACTS.

School tuition payments should be current by the following dates:

- September 1, 2026
- November 1, 2026
- January 1, 2027
- March 1, 2027

TUITION BALANCE AND ENROLLMENT

If tuition balances are overdue during the re-enrollment period for the upcoming academic year, new registration and enrollment may be postponed. Before families can re-enroll, all tuition and fees from the current academic year must be paid in full. If you encounter difficulties meeting tuition payments, please inform the Principal or Director of School Administrative Services.

TUITION REFUND POLICY

Both new and returning students must pay the non-refundable registration and comprehensive fees.

Tuition paid "early" (before it is due) can be refunded if the family transfers from the school during the academic year. For instance, a pro-rated tuition refund will be provided if a family pays the full tuition for the year in September and then moves in January.

Tuition assistance or scholarships from St. Andrew Parish School are forfeited by any student who transfers or is asked to leave the school. Any tuition refund will be calculated without including any tuition assistance or scholarships.

An annual stewardship pledge card must be submitted to receive parish member tuition (see appendices). The School Office will:

- Monitor payments.
- A first reminder will be sent to families not complying with their contractual obligations one week after the payment is due.
- Two weeks after the written communication has been sent, the principal or pastor will make direct phone contact if the written communication does not produce tuition payment on time.
- If obligations have not been met by the last day of May, the school may exercise its option to seek payment through additional assistance from the Administrative Priest and legal court system.

Non-payment of agreed-upon tuition or fees may result in non-admission for the following school year.

Financial Assistance

Application forms are available and may be granted to those families who have done the financial analysis through FACTS Tuition Management.

Only the pastor and principal can access the names and financial information supplied by those families applying for financial assistance.

Individual arrangements should be made with the principal for unusual circumstances (e.g., Seasonal worker, unemployment, illness). All arrangements are subject to approval by the pastor. These agreements will be reviewed before the beginning of each school year.

Financial Hardship

In a Christian community, tuition payment could cause financial hardship to a family due to unexpected circumstances. It is the responsibility of that family to make this situation known to the school office. The office and family will discuss options to maintain the student's St. Andrew Parish School enrollment. Only the pastor can waive tuition and other financial responsibilities, and only after consultation with the principal.

As stated in the Archdiocesan policies surrounding tuition, No student shall be terminated during the first semester for non-payment of the agreed-upon tuition fee. Dismissal of a student in the second semester for non-payment of financial obligation is used only as a last resort when the parent or guardian has failed to demonstrate good faith in attempting to meet these obligations (Archdiocese of Milwaukee Policy 2205a).

The determination of hardship families will be the prerogative of the pastor and principal.

Tuition Refunds

Families who leave St. Andrew Parish School early during the school year and have an unused/paid portion available may get a full tuition refund only with the principal's and Pastor's approval.

Student Records

All tuition/school fees must be paid promptly throughout the year and in full before report cards are issued at the end of the school year. Every effort will be made to avoid embarrassment for any student since financial obligations are the responsibility of the parents/guardians.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended.

Tuition and Fee Schedule

Tuition rates for parish and non-parish members are established by the School Committee, Parish Finance Council, Pastoral Council, and School Principal and are then approved by the Pastor. Please see the Appendices for the latest rates.

Tuition Assistance Program (Friends of St. Andrew)

St. Andrew Parish School does have a program for tuition assistance that may reduce the family portion of tuition based on a demonstrated need. Families requesting financial aid must fill out an application, which is part of the FACTS program. The Grant and Aid Application link can be found on our website. Families who receive assistance must be contributing parish members to the parish.

Family needs and the funds available in the Friends of St. Andrew Tuition Assistance program will determine the amount of assistance granted. Based on the above-contributing factors, the amount of aid given could fluctuate by applicant and year.

Being granted assistance in one year does not guarantee that aid will be given in subsequent years.

Fundraising

Parents of students going into 8th grade have the first opportunity to do fundraising for their child's Washington D.C. trip from April of the previous school year until March before their child goes on the trip.

If there is a fundraising opportunity and the 8th-grade parents decide not to participate or lead the event, then the class below may still participate in that fundraiser.

All fundraising must first be approved by the principal, then the School Advisory Committee, and finally, the Parish Finance Committee. The School Advisory Committee meets on the second Tuesday of each month.

Athletic Fees

Athletic Fees are needed to help defray the costs involved in co-curricular sports. No student is denied participation in sports due to an inability to pay this fee. Please contact the school office or your coach if you need assistance with Athletic Fees.

PHYSICAL EXAMINATION OF STUDENTS

A physical exam by a licensed physician must be filed for each student upon entering 5K.

All students who wish to participate in interscholastic sports teams must have a physical examination and approval form before participation, but only after May 1 of the previous school year. The physician's approval allows for two years of participation.

Pupil Immunization Requirements

The minimum required immunizations for each age/grade designated by the Wisconsin Department of Health and Social Services are as follows. All students must comply with this requirement within 60 days of the start of the school year unless parents sign the Right to Non-Compliance form on the Immunization Record Card.

Age/Grade	DPT	Polio	Measles	Rubella	Mumps	Hepatitis B	Varicella (Chicken Pox)
15 – 23 months	3	2	1	1	1		
2 – 4 years	4	3	1	1	1		
K – grade 12	4	4	2	2	2	3	K only

Please note:

- Children entering 3K, 4K, 5K, and 1st grade must meet the state's immunization requirements or have a signed parent health waiver on file.
- A second MMR vaccination is required for incoming Kindergartners and students entering 6th grade.
- Measles and rubella vaccines must be received on or after the first birthday.
- If your child received the third dose of DPT/DT/TD or polio after the fourth birthday, further doses of these vaccines may be recommended but not required.
- Verification of these vaccinations is required.

ATTENDANCE

Absences (Archdiocese of Milwaukee Policy 5113)

It is the school's and the home's shared responsibility to assist students in developing desirable habits of punctuality and attendance. **In accordance with the state law, students are not allowed to miss more than 10 days per year without the absences being verified.** Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family, a medical appointment, or whenever the principal considers that exemption from attendance is in the student's best interest.

Types of Absences- According to state law

- **Verified Absences:** A verified absence is an absence that is a result of some type of medical, legal, religious or other circumstance approved by the Principal or associates. The verified absence does not

count as one of the 10 allotted days by the compulsory attendance laws. All verified absences must have a written letter or note from a Doctor, court or appropriate official related to the situation.

- Excused Absences: Parents/guardians are allowed to call their student in sick or absent for any reason on any given day provided the student is not over the 10 allotted days by law. Absences after the 10 days will not be excused unless documentation from a service provider is made available to the school.
- Unexcused Absences: An unexcused absence is defined as any absence from school without parent/guardian permission or where the school official can clearly define that the student's absence was not acceptable.

Pupils continuously absent or tardy without sufficient reason will be referred to the principal as required by the Archdiocese of Milwaukee Policy 5113 (a). In cases where absence is necessary, the following procedure should be followed:

- Call the school office before 8:30 am (262-728-6211).
- Please state your student's name, grade, and the reason for the absence. The information is recorded in the legal attendance records. It IS okay to leave this information on our school answering machine.
- Beginning at 9:30 am, we phone the homes of any absent students whose parents have not called. This procedure assures us that all children have arrived at school safely. **If we do not hear from the parent/guardian by 10a.m. that day, the police will be notified as your child's safety is of utmost importance.**
- If you know your child will be absent in advance, you may send a note or telephone us with this information.
- If possible, make arrangements with the school to get the day's assignments. Help your students make up missed assignments. They can check *Google* Classroom or email the teacher directly.
- If you would like the assignments sent home with another student, or you could come in and pick them up before 4:00 pm, please telephone the school before noon to let us know. We are happy to honor this request.
- Students can wait to learn about their missed assignments until they return to school. Students have one make-up day per day of absence to make up missed assignments without penalty. Please see this handbook's Homework Policy for details about when this work is due.

Please note: Students absent from school cannot participate in sports practice, games, or other school-sponsored, co-curricular activities on that day. Exceptions to this rule may be made during family emergencies, doctor appointments, or by contacting the school principal.

Truancy

According to Wisconsin Statutes, Section 118.16(1)c, truancy is defined as:

"Truancy" means any absence of part or all of one or more days from school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.

If students exceed the 10 day absence days allotted by law, an attendance contract may be issued. Failure to fulfill the contract may result in the issuance of a truancy citation and/or referral to health and human services.

Habitual Truancy

A student is considered a habitual truant if absent from school without an acceptable excuse for all or part of 5 or more days on which school is held during a half of the school year. An attendance contract may be issued.

Failure to fulfill the contract may result in the issuance of a truancy citation and/or referral to health and human services.

Compulsory School Attendance (Archdiocese of Milwaukee Policies 5112 & 5113)

Elementary and secondary schools comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless they: 1) are excused, 2) have graduated, or 3) are enrolled in an alternative or home-based private or other education program as permitted by law. The law further requires that any person having under their control a child between the ages of six and 18 must require the child to attend school regularly during the entire period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians must provide the school with the reason for their child's absence. The school attendance officer is responsible for recording whether the excuse is to be considered excused or unexcused (truant).

- Process and potential consequences the school may impose for excessive tardiness or absences
 - o Under Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent for ten or more days in the school year.
 - o There is no legal number of absences that, if exceeded, leads to automatic student retention.
 - o A school may develop and implement a plan to address a student's chronic tardiness or absences. The satisfactory completion of the said action plan may be used as a criterion for student enrollment for the remainder of the current or succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student absent from school is usually not allowed to participate in after-school or evening activities. If circumstances warrant, the principal may waive the above requirement and allow the student to participate in an after-school or evening activity.

Tardiness (Archdiocese of Milwaukee Policy 5113)

Children must develop good habits of punctuality and responsibility. When a child is late for class, they disturb the teacher and the other students and lose valuable class and instruction time. The morning recess bell rings at 8:13. Students then line up and enter the building at 8:15am. Any child who arrives at school after **8:20am** is considered tardy and must sign in at the office. Students must enter the school through the main entry and check in at the office. No other entry will be opened for the student. Tardy students must report to the school office to get a pink slip from the office staff to turn into their teacher upon arrival. If no pink slip is issued, the student will be sent back to the office. Excessive tardiness will necessitate a parent, student, & principal conference to determine a plan to best help the student. An attendance contract may be issued. Failure to fulfill the contract may result in the issuance of a truancy citation and/or referral to health and human services.

Please note: Occasionally, school buses may experience delays, resulting in students arriving late. In such cases, the students are not considered tardy as the delay is beyond their control.

School Day Release

Parent requests to release students from school during the day should be submitted to the office for approval before the student's release from the school. At the appointed time, parents must pick up their students at the school office, not at the classroom. Students must sign out at the office before leaving. Students must sign in again at the school office when they return. Students are responsible for completing any assignments missed due to this type of absence on time.

Vacations During the School Year

It is important to note that the classroom experience cannot be fully replicated after a child has been absent. Therefore, we strongly advise parents to avoid scheduling vacations when school is in session. If a vacation during school time is unavoidable, we request parents to inform the school office and teacher as early as possible. A planned absence counts as part of the 10 days allowed for absences. Any days requested beyond the 10 days will be marked unexcused absence and may result in a truancy citation. Please consider taking vacation during the allotted breaks such as Thanksgiving, winter, spring and summer breaks.

The student and their parents play a crucial role in managing any missed skill work. The ability to demonstrate skill work missed will be made up after the vacation. Teachers are not obligated to have any work prepared ahead of time for the children whose parents plan a vacation during the regular school term.

ILLNESS

As a courtesy to other families, students, and staff, please do not send your child to school when they are ill. This is a crucial part of our commitment to maintaining a healthy and safe school environment. School personnel may not treat illness or bodily injury except for emergency first aid. Fever, nausea, rashes, earache, pink eye etc., are symptoms a parent should have checked before sending a student to school.

If your child becomes ill during the school day, parents/guardians will be contacted to pick up the student in the school office. No student will be sent home unless accompanied by a parent or someone designated by the parent/guardian.

If a student has been ill, they should return to school only when fully ready to participate in all school activities, including recess. Generally, if students are well enough to be in school for classes, they are well enough to go outside and get some fresh air during recess. If an exception is needed due to a chronic health condition, a note must be brought from home stating the reason for remaining indoors during recess, the date the student may resume outdoor activities, and a parent's signature.

Parents must report all communicable diseases to the school and the Health Department. Parents must also report contagious conditions (including lice) to the school, and the student(s) must be kept home until treatment is completed.

BICYCLES

Bicycles are to be walked on the school grounds. Students are to lock bikes in the bike racks located at the school's main entrance on Seventh Street. Students cannot tamper with or ride bikes during the school day. The school is not responsible for damaged or stolen bicycles.

At the end of the school day, bike riders are dismissed from the main entrance. Any bike rider who needs to cross 7th Street, Walworth Avenue, or Racine Street must cross at the stoplights under the supervision of appointed school staff.

TRANSPORTATION

Bus Transportation (Archdiocese of Milwaukee Policies 3540 & 3540.1)

Students residing in the Delavan-Darien school district and attending St. Andrew Parish School are entitled to bus transportation to and from school. If you have questions about your bus route or schedule, please call Dousman Transport at (262)-728-2166. Parents living outside the Delavan-Darien School District are responsible for their own transportation. Please contact the school for ideas for carpooling.

The school shall provide transportation by bus to and from school-sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.

School Bus Rules

- Follow the school bus driver's instructions at all times. Seating may be assigned.
- Show respect to the driver and your fellow students.
- Harassment, profanity, vulgarity, or obscene gestures will not be tolerated.
- Emergency exits or driver controls are only to be used in an emergency.
- Behave in an orderly manner while waiting for the school bus.
- Please arrive at the assigned pick-up point at least five minutes but no more than ten minutes before the bus's arrival time.
- When the bus approaches, students must stand in a single-file line at least twelve feet from the bus stop. Do not move toward the bus until it has come to a complete stop and the driver has opened the door.
- Enter the bus and take your seat in an orderly manner.
- Remain properly seated, facing forward, keeping your hands to yourself.
- Talk quietly, making no noise that would distract the driver or disturb others.
- Wait until the bus is completely stopped and the brake is set before standing.
- Depart the bus in an orderly manner.
- Take pride in your school bus. Please keep it safe and clean.
- Do not damage seats or equipment.
- All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.
- Shoes, shirts, pants/shorts/dresses/skirts must always be worn.

Car Riders

Students picked up by a parent, family member, or guardian will use the enclosed diagram (see appendices) when picking up their student(s). If one needs to have a different parent pick up due to carpooling, please contact the School Office before the pick-up; the school will not allow such a pick-up unless we have written or verbal authorization from the parent.

ACCEPTABLE USE OF TECHNOLOGY (Archdiocese of Milwaukee Policy 6161.2)

New technologies are changing how information is accessed, communicated, and transferred. Computers and the Internet are designed to serve the parish/school's students, faculty, staff, and volunteers.

Network and Internet access are provided to further St. Andrew Parish School's legitimate educational goals. All use of the parish/school computer system must follow the institution's goals and purposes and be ethical and legal.

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

These regulations define guidelines for students, staff, and volunteers regarding using parish/school networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications

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

All student users of the parish/school computer system and telecommunications must read and understand the rules for acceptable behavior and agree to comply with them. Before being permitted access, any person wishing to use the parish/school computer system must sign the Student Acceptable Use Form.

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

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

Personal Electronic Devices

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

It is the user's responsibility to:

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

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

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of personal electronic devices at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

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

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

Guidelines for Use of Social Media

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

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

Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the Social Media & Digital Communications Policy.

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

CELL PHONES

Cell phone and smart device use are not allowed during regular school hours. During the day, including before school, break time, and lunchtime, cell phones must be turned off and given to the student's Homeroom Teacher for safe storage. Cell phones may be used only with a teacher's permission and for a specific reason, such as during a class lesson using technology or contacting family in an emergency.

Smart devices include but are not limited to cell phones and smartwatches like the *i-Watch*. Any device that can connect to the internet or that can connect with a cell phone is considered a smart device under this policy. For this reason, we recommend that students not bring any smart devices to school. If a parent/guardian wants their child to bring a cell phone or other smart device to school, the parent/guardian must give their permission by submitting the Cell Phone/Smart Device Policy Form.

Fitbits, other exercise-tracking devices, and traditional digital watches may be worn at school.

Please note:

- Parents or guardians and students agree and sign the Cell Phone/Smart Device Form. The student must turn in their cell phone or smart device to their Homeroom Teacher upon arrival.
- The Homeroom Teacher will secure the student's cell phone/smart device.
- The cell phone/smart device will be returned to the student at dismissal, and they must place the cell phone/smart device in their backpacks until after school hours.
- Students not complying with the cell phone/smart device policy will have their cell phone/smart device taken away, and a parent may pick up the cell phone/smart device from the School Administration. A consequence will be given to the student based on the number of offenses as well as the severity of the offense.
- Requesting to bring a cell phone/smart device to school places the responsibility and liability of the device on the student and parent/guardian.

ADDRESS, PHONE, & EMAIL INFORMATION

A change of address, phone number, and email should be reported to the school office immediately. You may send a note, call, or email us with this information. Voicemail is available if you need to call during non-school hours.

CHILD CUSTODY (Archdiocese of Milwaukee Policy 5124.2)

The parish/school shall communicate with the parents of a child in a divorce action according to the court's directives.

- When parish/school administrators learn that a student is the subject of a court decree that restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the court's requirements in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child under Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

MANDATORY REPORTING OF CHILD ABUSE & NEGLECT(Archdiocese of Milwaukee Policy 5140.1)

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

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

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

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

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

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity; exposing a child to pornography; participation in human trafficking; or exposing or participating in sexting.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing, medical/dental care, or shelter to the child.

Mandatory Reporters

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

the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

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

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

Procedures for Reporting

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

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

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

Report to Child Protective Services

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

Report to Local Law Enforcement

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

Information Needed for Mandatory Reporting

The reporter should be prepared to share detailed information, including

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, and workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could be the abuser of the child or could be contributing to the maltreatment in some way, they should not be notified about the report. To do so would allow the accused, if they have maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above

are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified so they can take steps to protect their child.

- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall investigate whether the child requires protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meetings without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school, and the school will act appropriately to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the Archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate their suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the required investigation. The reporter is immune from liability, regardless of the outcome under the civil and Archdiocesan whistleblower policies.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of child abuse may have occurred, the accused should be temporarily suspended (with pay) using a written and dated memorandum from their job pending fuller investigation.
3. The pastor/parish director/president/school administrator and the accused are advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, Parish, and Archdiocesan legal counsel, and the insurance carrier; the accused should consult other counsel to avoid a conflict of interest.
4. The Archdiocese and its personnel will fully cooperate with any investigation conducted by civil authorities. The Archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the Archdiocese to proceed with its own investigation. The Archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should avoid parish or institutional property until the full investigation has been completed for the protection of all concerned.
6. Pastoral care should be extended to the alleged victim and to the accused. The actions taken are not an expression of any judgment of guilt but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have their Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the Archdiocese, the following special steps will be taken to recognize the privileged and trusted role of the clergy and protect the good of the Church and its mission: The

Archbishop or his representative will report the matter immediately to civil authorities. The Archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.

10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process that includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to ministry. Archdiocesan personnel will provide support services for both the accused and those with and to whom he ministers.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the Archbishop. If the allegation is substantiated, exercising his episcopal authority, the Archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

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

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

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

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

MANDATORY REPORTING OF SCHOOL VIOLENCE THREATS (Archdiocese of Milwaukee Policy 5140.12)

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

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

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

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

COMMUNICATION WITH FAMILIES

Open communication between school and home is a tremendous asset to a child's education. Here are some of the channels through which St. Andrew Parish School will keep in touch with you at home:

Option C – Parent Alert System

St. Andrew School uses the *Option C* Parent Alert System. This system notifies parents of important school information by text, email, and phone (depending on your chosen options). Please ensure that your Option C contact information is kept up to date.

Email

St. Andrew Parish School uses a Google-based email system. Email a teacher, school office, or pastoral staff member using the designated Google domain address: @standrewsparishschool.com. Please see the appendices for the School Staff Email List. Principal email address in principal@standrewsparishschool.com.

Google Classroom

All content and grade-level teachers have an updated Google Classroom website that provides daily, weekly, and monthly information that should inform families of essential evolutions, homework/skill work, and Mass schedules as necessary. If your child's teacher's website is outdated, please email the teacher and relay that to the School Office.

Teacher Communication

As needed, parents may receive notes, phone calls, or emails to keep them posted on happenings in the classroom, such as field trips, events, individual concerns, etc. All teachers and staff have email at school. You may contact them with information about your student or if you have questions about school. Please do not use email for emergencies; call the School Office. A complete list of teacher email addresses is attached as an appendix to this handbook.

Parent/Student/Teacher Conferences (Archdiocese of Milwaukee Policy 5124.1)

Mandatory Parent/Student/Teacher conferences are held three times during the school year: on the first day of school during Ready, Set, Goal, and during the Fall and Spring Parent-Teacher Conferences. During these conferences, parents meet with the student's teacher(s) to discuss the student's progress in all areas of learning: acquisition, behavior, and Liturgy.

Ready, Set, Goal

Ready, Set, Goal is considered the first day of school, and parents and students must attend. Failure to participate counts toward a student's absences. This conference day is designed to initiate the first contact between the teacher, parent, and student. During this time, teachers will ask general questions to better understand their incoming student's strengths, areas of concern, hobbies, and the best way to learn. Information such as class lists, email/*Google* Classroom information, evaluation, and grading will be forwarded.

Fall & Spring Parent/Student/Teacher Conferences

These required conferences allow parents to share their students' learning and skill acquisition. Interventions or enrichment opportunities are also discussed. Student achievement on formative, iReady, or Forward Exam results will be discussed. Student behavior and liturgical standing within the Parish will be discussed.

Impromptu Conferences/Meetings

Teachers may request a conference at any time other than that designated on the school calendar. If you want to schedule a meeting, please contact the teacher through the School Office (262-728-6211) or email the teacher directly for an appointment.

Report Cards

Report cards are issued in a trimester system during the school year. These are sent home with the student unless other arrangements are made. Parents are asked to review the report card, sign the envelope that the card came home in, and return the envelope to school. Please see the section entitled Grading Policies in this Handbook for more details. Parents can check their student's progress anytime by logging onto their *Option C* accounts.

Student Records

St. Andrew Parish School keeps records for each student enrolled. General information such as name, birthday, and activities is public information. It may be released to the media and appropriate persons unless the parent/guardian refuses such use in writing. Progress reports, behavior reports, health information, etc., are part of the student's confidential file and will not be released without the parent's or legal guardian's written consent. Parents have a legal right to access all files kept for their students within 24 hours of such request and approval by the school principal.

Lost and Found Articles

Please label your child's belongings clearly with their name. A lost and found table is near the school's central bulletin boards. Please have your child check the table for lost hats, mittens, etc. Items that are not claimed after several weeks will be donated to charity.

RECONCILIATION PROCEDURE FOR PARENTS (Archdiocese of Milwaukee Policy 1312)

Peace is the intended outcome of resolving conflicts to satisfy both sides, with increased harmony resulting from the resolution. Conflict occurs most frequently when there is a lack of communication. We are committed to more cooperative, mutual communication as a Christian community. For this reason, we have established a process for when concerns or problems arise that brings people together to listen to one another.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when an unresolved concern exists between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

The procedure for handling complaints/grievances is as follows:

The parent or student must meet with the employee with whom there is an issue to see if reconciliation or a meeting of the minds can occur, consistent with the Archdiocese's philosophy. A Collaborative Consultation (CC) will involve the student, staff member, and school principal. If a resolution or plan occurs, there is no need to proceed. Any grievance not raised promptly (generally not to exceed ten days) shall be considered waived.

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

- The date, place, and time of the informal meeting
- 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 supervisor will provide the employee with five work days to respond and then schedule a meeting of all parties within ten days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur through either the informal meeting or step one, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in step one within five working days of the completion of step one. The pastor will immediately call on the employee for their response and attempt to resolve the situation in one of the following manners:

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

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

Should resolution still not occur, the parent(s)/guardian(s) can submit a written appeal to the Archdiocese of Milwaukee within ten working days. If an appeal does not occur within this time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for Parishes will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing at a mutually convenient time and place to discuss the concern with all parties involved. The findings of the grievance committee will be communicated to all parties involved. Upon such communication, the work of the grievance committee will be closed.

DAILY SCHEDULE (Archdiocese of Milwaukee Policy 6112)

Before School

3K and 4K Drop Off Procedure

Each morning, please escort your child to their classroom during morning drop-off from 8:00–8:15 a.m. Parents and children must enter through the gym doors off 7th Street only.

For half-day students, teachers or educational assistants will escort children to their parents' cars at dismissal.

For full-day students, teachers or educational assistants will escort children to their parents' cars at the end of the school day or to Spartan Club, our after-school program.

5K- 8th Grade Drop Off Procedure

Supervision of our playground area school begins at 8:00 am daily. Because there is no supervision until 8:00 am, students who do not ride the bus are asked to remain home or in their parent's car until then. Morning childcare is provided for all students who are registered with Spartan Club and need to be dropped off before 8:00 am.

For the safety of our students, please do not drive on the playground while students are outside. All drivers should use 8th Street, Grove Street, or the curbside/school side of 7th Street to drop their students off. Cars may **not** park in the car drop-off line during morning arrival. If you would like to walk your child to the playground at morning arrival, please park on 7th Street not the church parking lot.

All students are expected to arrive at school by 8:15 am when the bell is rung. Students line up by class on the playground and are welcomed into school. For security reasons, the playground doors are locked as soon as all students have entered the building. If your child is late, they should be taken to the front doors to enter and check in at the office before going to their classroom.

Start of the School Day

The school doors open at 8:15 am each morning. St. Andrew Parish School day begins with a prayer and the Pledge of Allegiance. Elementary students have a morning snack time where milk is offered for a fee, or students are welcome to use their water bottle. No energy drinks or sodas are allowed.

Lunchtime

- Lunch is at 11:15 am for 3K and 4K (Lunch Recess at 11:40 am - 12:00 pm)
- Lunch is at 11:45 am K– 4th grades (Lunch recess at 12:10 pm - 12:35pm)
- Lunch is at 12:10 pm for 5th – 8th grades (Lunch recess at 11:50 pm - 12:10 pm)

End of the School Day

Dismissal from school is at 3:30 pm. Students who ride buses are dismissed out the doors on the south side of the building, leading to Grove Street.

Students riding in private autos will be dismissed to the playground/parking lot. Please use extreme caution when arriving and leaving this area. Please see the attached pick-up procedures in the Appendices. Wisconsin state law requires all children to be safely seat-belted before leaving the school grounds.

Students who walk and bike are dismissed from the front doors of our school building and supervised by a staff member as they cross the busy intersection at the stoplights (7th Street and Walworth). All walkers who need to cross 7th Street or Walworth and Racine Avenues must cross at the stoplights under the supervision of the staff member.

Changes in a Child's "Departure from School" Routine

All students must bring a note from home if they will not travel from school in the usual routine. For example, if your daughter usually rides a bus but will be picked up by a grandparent today, please send a note or telephone the office (before 2:00 pm if possible) so that we know how she will travel home. It is difficult to rely on the youngsters' memories for these details, and we don't want to hold a student to be a car rider (causing them to miss the bus) if we aren't supposed to! Thank you for helping us with this. Please notify us of any change in your child's usual routine.

Teachers are responsible for their students until the last one leaves for the day and must actively supervise them until then. If you need to see a teacher about a specific question, concern, or detail, you will have a more satisfying discussion if you make an appointment rather than drop in unannounced at the beginning or end of the day. All teachers want to keep clear communication and will talk with you about your concerns, but it is challenging to listen carefully when still supervising students. Thanks for your understanding.

STUDENT BEHAVIOR MANAGEMENT

St. Andrew Parish School is dedicated to ensuring the formation of our students as responsible, faith-filled Christian Leaders. According to its Mission Statement, St. Andrew Parish School will:

- Provide students with a God-centered education during their formative years.
- Help develop students into committed Christians utilizing a Christian atmosphere and participation in meaningful liturgies.
- Offer the students a highly qualified faculty dedicated to superior academic education, pursuing cultural goals, and natural development, all within the proper perspective of Christian living and learning.

School Rules (5K – 8th grade)

- Accept people for who they are and their job.
- Respect others' right to learn and the Teacher's right to teach.
- Walk in the building at all times.
- No name-calling, teasing, gossiping, swearing, or roughhousing.
- Be on time for class, have all materials ready, and be prepared to work.
- Teacher permission must be given for students to eat candy or chew gum during school.
- Always leave a place better than you found it.
- Have all homework completed, neat, and labeled, and turn it in on time.
- The student will be asked to redo the assignment if the work is poorly done. If a student is ill and absent when work is assigned, then the student has one day per sick day to turn in completed assignments. Absences due to vacation are handled differently.
- Respect other people's possessions, property, and privacy.
- All students must follow the school dress code.
- Be honest. Do not cheat in any way. If a student cheats on any work or test, the student will be asked to take the test separately because of cheating.
- Everyone has a right to be safe; do not harm people in any way.
- Do not engage in any form of bullying or harassment (verbally, non-verbally, or electronically).

Spartan Card

Our Spartan Card system tracks infractions for 5th through 8th-grade students. One of our main goals as a school is to help students learn self-control and self-discipline. The ultimate goal of our behavior system is to develop student self-control and self-discipline rather than through external control. Students must know they are responsible for their actions and assume the consequences when they fail to abide by established rules and expectations.

We have the following list of behavioral and academic expectations for our students. They include:

- Being on time for class
- Being prepared for class
- Using resources properly
- Having three or fewer incomplete or missing assignments or homework per class
- Being respectful to all teachers and school staff
- Being respectful of their peers
- Demonstrating appropriate behavior in and outside of the classroom
- Abiding by the policies of the St. Andrew Parish School Parent-Student Handbook
- A teacher or principal can assign a detention immediately if a serious infraction occurs.

A New Green Spartan Card will be issued every trimester to all students in 5th – 8th grades.

Lunch detentions will be issued after three infractions have occurred in a trimester with the Green Spartan Card. Lunch detentions will be issued after six and nine violations occur. If a student receives nine Green Card violations in one trimester, then a meeting with the principal, teacher, parents, and student will be called, and the student will be issued a Yellow Spartan Card.

A Yellow Spartan Card will assign an afterschool detention after three infractions have occurred in a trimester. Afterschool detentions will be issued after six and nine violations occur. If a student earns nine Yellow Card Violations in one trimester, a conference with the parent(s) will be set up, and the student will be put on probation. Probation means the student will be ineligible to participate in extra-curricular activities, attend field trips/assemblies, etc. until the trimester ends. The student will then be issued a Red Spartan Card.

With a Red Spartan Card, a 1-day in-school suspension will be assigned after three violations have occurred. A 3-day in-school suspension will be given after six violations with a Red Spartan Card. After the nine violations have occurred, a 5-day in-school suspension will be assigned. If a student earns nine Red Card Violations in one trimester, the student will be recommended for expulsion. A student may be expelled from the school if the principal does not believe further efforts by the school would be productive.

The School Administration has the authority to use their discretion in assigning appropriate consequences and responding to any Spartan Card violation based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be assigned.

Disciplinary Removal from Classroom

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting.

For this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, library time, school assemblies, and other learning opportunities taught or supervised by a St. Andrew Parish School teacher or faculty member.

Informal Removal to the Principal's Office

An informal removal from a class occurs when a student breaks one or several classroom rules in a single class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe "time out" environment either in or out of the classroom or sending the student to a School Administrator's Office for a short period. Generally, the student can return to their classroom later the same day. The procedures below do not apply to an informal removal from class.

Formal Removal from Class

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited by St. Andrew Parish School.
2. Disruptive, dangerous, or unruly behavior. The following conduct may be determined to be disruptive, dangerous, or unruly:
 - a. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
 - b. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name-calling, teasing, or baiting;
 - c. Behavior that may constitute sexual or other harassment;
 - d. Repeated or extremely inappropriate verbal conduct likely to disrupt the educational environment, mainly when others are talking (e.g., a lecture by a teacher, a response by other students, or a presentation by a visitor) or during quiet study time;
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. Inciting other students to misbehave or to disobey the teacher, school, or class rules, including inciting others to walk out of the class or school;
 - g. Destroying or damaging the property of the Church, school, the teacher, or another student;
 - h. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students must cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. This behavior includes:
 - a. Open defiance or disrespect of the teacher in words, gestures, or other overt behavior; or
 - b. Other behavior likely or intended to undermine classroom instruction.

Procedures to be Followed for Formally Removing a Student from Class

Unless the behavior is extreme, as determined by the teacher and principal, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher shall take one of the following courses of action:

1. Instruct the student to go to the school office. Unless prevented by the immediate circumstances, the teacher shall notify necessary administration stating the reason for the student's removal.
2. Obtain coverage for the class and escort the student to the school office. The teacher shall inform school administration or designee why the student was removed from class.
3. Seek assistance from the school office or other available staff. When help arrives, the teacher or the other staff member should accompany the student to the school office. The school administration or designee shall be informed of why the student was removed.

Notice to Parent/Guardian

As soon as practicable, the teacher and school administration shall notify the student's parent/guardian that the student was removed from class. The notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the corrective measures.

Placement Procedures

The school office or an administrator's office will serve as the short-term removal area.

When the student arrives at the main office, school administration or a designee shall allow the student to briefly explain the situation. If a school administrator or designee is unavailable immediately upon the student's arrival, the student will be taken to the main office, and the school administrator or designee will speak to the student as soon as practicable.

At the school administrator's or designee's discretion, the student may be placed in another appropriate class or educational setting, provided the student is supervised in such an alternative setting.

Students placed in the main office will be supervised. During their time of placement, students are expected to do academic work. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the main office be unstructured or free time.

In most cases, a student shall remain in the main office for the duration of the class from which they were removed. Before allowing the student to resume their regular schedule, the principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without the recurrence of the behavior for which the student was removed. If it is not deemed appropriate to return the student to regular classes, the principal or designee may consider a different placement option.

Removal for the Remainder of the Trimester

Upon the third formal removal from class in one trimester, a student may be officially removed from the teacher's class for the remainder of the trimester. The principal shall be responsible for determining the

appropriate educational placement of the student, depending on the circumstances. The principal's decision regarding placement is final.

Playground/Recess Rules

- No balls on the wood chips.
- No jumping off of the equipment.
- Slide down the slide; do not crawl up the slide.
- Swings only go back and forth, not side to side or twisting.
- No throwing or kicking the ball against the wall.
- Jump ropes are for jumping only.
- No climbing on the fenced wall.
- Ask permission to get balls from the road, beyond the orange cones, or yard.
- Do not throw wood chips, leaves, or snowballs.
- No sliding on the ice.
- Must have boots and snow pants to play on snow mountains or snow-covered wood chips.
- No pushing others down from the climber or snow mountains.
- The first bell means recess is over. The second bell means silent, facing forward, hands to self.
- Dispose of litter in the trash containers.
- Students must stay outside unless they have a teacher's permission and a pass to enter the school building.
- If someone is hurt, please notify the supervisor. The supervisor will inform the office via the walkie-talkies or call 911 if needed.
- Students are to never leave the school grounds from outside (for doctor's appointments, etc.). Students must report to the office before leaving.
- Students must notify the teacher on duty before using the restroom. Only one student at a time may use the bathroom during recess.
- No eating or drinking is allowed on the playground. Gum chewing is **NEVER** allowed anywhere on the premises at any time.
- No inappropriate touching, bumping, slapping, pushing, hitting, carrying of other students, or **ROUGH PLAY**, etc.
- Students will show respect for each other; no abusive or derogatory language, taunting, cruel teasing, unchristian-like behavior, etc.
- Whoever takes playground equipment out for recess is responsible for returning it.
- No games of tag are to be played on or around the playground equipment.
- No games of dodgeball are allowed at recess.
- No jump ropes are to be allowed near or on the playground equipment.
- Students should not bring school textbooks or homework to the playground to work on during recess unless approved by their teacher. Students who have homework to make-up or need additional time for their studies should do so in their classroom and under the direct supervision of their teacher.

Liability

Parents are liable for any and all damage a student does to school, student, or staff property. An estimate of the damage cost will be documented and sent to the parents/guardians.

School Safety Reporting

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

Police Questioning (Archdiocese of Milwaukee Policy 5145)

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is in attendance at the school without permission of the student's parent, regardless of the student's age. A law enforcement officer can question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when the officer has a warrant for the student's arrest or an order signed by the judge of the children's court.

The school administrator should not attempt to interfere with the police investigation regardless of parental permission.

Search and Seizure (Archdiocese of Milwaukee Policy 5145.2)

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

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

The school administrator shall have the right to access content, including text messages, photos, or address books, on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Law officers appearing with duly processed search warrants will be accorded the right to inspect as per the court's order.

Bullying Policy (Archdiocese of Milwaukee Policy 5131.1)

Our Lord Jesus Christ has revealed that all human beings are made in God's image and likeness and share a common destiny to participate in God's glory with all of God's saints forever. Furthermore, He has revealed that His plan for our salvation will include the cooperation of those He has called to be His disciples. The Lord

summarized all of the different specific laws of God that lead to our holiness in two precepts: to love God above all things and to love our neighbor as ourselves.

A Catholic parish and its school are organized to advance the understanding and practice of these two commandments. Therefore, it must be a common goal of all school stakeholders to promote a learning environment that respects the priority of God and the dignity of our fellow human beings.

The school community is formed by the cooperation of many persons who participate in various roles. These include students, parents and guardians of our students, faculty, staff, administration of the school and parish, volunteers, benefactors, friends and family of all of the above, and visitors. The need for cooperation is most important between the parents/guardians of our students and the faculty and staff of our school. The Catholic Church believes that parents/guardians are the primary educators of their children during their childhood. Although employing professional educators, St. Andrew Parish School works in conjunction with our parents/guardians. The school, therefore, must rely on the active involvement of parents/guardians in the educational formation and discipline of their student-children. The administration and faculty have the primary responsibility for organizing the school's academic program in such a way as to promote the common good of the school community.

These policies are meant to guide the school's stakeholders concerning bullying behavior toward St. Andrew Parish School students. These policies are not meant to be and can not be exhaustive. For example, other school policies apply to issues related to behavior between adults associated with the school (such as policies related to school athletics). However, it is intended that these bullying policies, together with the decisions made based upon them, will deter bullying behavior, be just to all parties involved in any alleged bullying incident, enable the school to promote a safe and effective learning environment, and foster appropriate responsibility on the part of the adults charged with responsibility for the student's welfare.

Prohibiting Bullying Behavior

Without limiting any other provision of law or policy, all bullying behavior on the part of students, parents/guardians, staff, volunteers, or visitors is prohibited at St. Andrew Parish School. The school will take appropriate and reasonable measures to proscribe and remediate bullying as described in this and other applicable policies.

Definition of Bullying

For purposes of this policy, "bullying" consists of:

1. intentional,
2. repeated acts that
3. cause substantial harm to a St. Andrew Parish School student, whether it is physical (including sexual) or psychological (including social-emotional) in nature, and it interferes significantly with the student's academic performance or ability to participate in the school's services, activities, or programs.

Furthermore, "bullying" describes actions that

1. are not intentionally provoked by the alleged victim,
2. would not ordinarily be recognized as "playful behavior" for the person's age group,
3. and that occurs either
 - a. on the school premises during a period of school supervision or

- b. off the school premises but during a period of school supervision.

Explanation of the Bullying Definition

One of the potential sources of conflict between school stakeholders (administration, faculty, parents/guardians, students) is the very definition of bullying behavior. Therefore, one of the purposes of this policy is to foster a better understanding of the types of bullying behavior the school can reasonably restrict and remediate. Moreover, this definition clarifies that the scope of this policy is limited to acts that are more than accidental and incidental. Additionally, this policy regulates only actions that harm a St. Andrew Parish School student, not other stakeholders or visitors. These policies are not intended to amend or revoke any other applicable school or Archdiocese of Milwaukee policies.

Persons Subject to the St. Andrew Parish School Bullying Policy

St. Andrew Parish School can only be responsible for those persons who are, at any given time, subject to the authority of the school's administration. Such persons could include students, parents/guardians, staff and faculty, volunteers, and authorized visitors.

Types of Bullying

Language/Signs

- These are actions that harm through words or non-verbal means of communication.
- Examples include teasing, taunting, gossiping, name-calling, threats, mimicking others, cruel gesturing, putting down others, calling another's parents/guardians hurtful names, creating rumors, spreading rumors, etc.

Physical

- These are actions that harm a student's body or personal property.
- Examples include punching, poking, strangling, hair pulling, beating, biting, hitting, pushing, pinching, spitting, fighting, tickling, tripping, pulling out a chair from a person, scratching, ganging up on another, verbal/written threats, stealing, borrowing without permission, cruel jokes or tricks, stalking, damaging/destroying another's clothing or work/property, etc.

Cyber-Bullying

- Modern means of communication provide a broader scope of the possible harm that can be done.
- Bullying can include but is not limited to the use of technology to harm or threaten a student or the student's family through the phone, instant messaging, blogs, emails, texting, sexting, photos, videos, or social networks (*Facebook, Snapchat, Instagram*, etc.).

Sexual Harassment

Prohibited actions include exhibitionism, voyeurism, propositioning, harassment, gesturing, inappropriate touching, abuse involving actual physical contact or sexual assault, and calling names with sexual overtones,

i.e., slut, fag, gay, lesbian, etc. This policy does not limit the scope of applicable laws or policies regulating sexual activity between adults and minors.

Social-Emotional

These acts aim at the emotional destabilization of the victim. Prohibited actions include terrorizing, defaming, humiliating, ostracizing, blackmailing, excluding, extorting, writing/passing nasty notes about another, intimidation, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, peer pressure, etc.

Harassment

The Pastor, administration, and staff of St. Andrew Parish School believe that all students and employees are entitled to work and study in Christ-centered, harassment-free school environments.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Guidelines to aid school administrators in recognizing and responding to harassment include the following examples:

- Verbal or written taunting
- Sexual Harassment
- Offensive, intimidating, hostile, or offensive conduct
- Ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- Jokes, stories, pictures, cartoons, drawings, or objects that are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Location of Bullying

St. Andrew Parish School can be responsible only for actions that occur in connection with its program of study. Accordingly, this policy applies to acts or activities on school and parish grounds, on the school bus, on buses under the supervision of St. Andrew Parish School personnel, or off-campus venues of school-sponsored events (e.g., athletic competitions, field trips, etc.).

The internet poses a considerable challenge to student formation. Therefore, parents/guardians are encouraged to exercise significant oversight of their children's use of internet-capable devices. Internet-related bullying behavior must be primarily addressed by the parents/guardians. The school will be involved to the extent that such behavior occurs during school supervision of the student or that the internet activity's consequences interfere with a student's educational formation at St. Andrew Parish School.

Time of Bullying

St. Andrew Parish School can exercise vigilance and attempt to remedy bullying behavior only when students are subject to supervision or oversight by the school. The school may be involved further if the consequences of the behavior affect a student's educational formation at St. Andrew Parish School.

Initial Response to Bullying

If an administrator, faculty member, or staff member observes bullying behavior, that person will take appropriate measures to stop the bullying, deal with the offending student, and assist the victim. Depending on the severity of the bullying, the action may be referred to the parents/guardians or the administration, and further remedial measures may be taken. There will be a presumption of truth firmly in favor of the integrity of the report of the St. Andrew Parish School faculty or staff member who observes the behavior.

Complaints of Bullying

Initiation of Complaint

Instead of being directly observed by a staff or faculty member of rebuttable presumption, bullying behavior may be reported after the fact. The person who observed or learned about the behavior should inform the appropriate teacher or the principal. Depending on the severity of the complaint, the administrator may require a written account of the incident.

Investigating Complaints of Bullying

Every complaint of bullying will be taken seriously. However, justice requires that we presume innocence until adequate proof of bullying has been established. The burden of proof must lie with the accuser. The reasonable means available to the school administration to ascertain the truth regarding an alleged bullying incident are limited. The teacher or the principal will first meet with the students involved separately to clarify their understanding of the events. Then, they may follow up with the students and parents/guardians for further clarification. The investigator will make a written record of the students' conversations. The evidence will, necessarily, be largely testimonial in nature. The administration will seek to weigh the credibility of the differing accounts in light of statements made and the circumstances of the incident. If the administration is reasonably convinced that the bullying occurred, remedial measures will be taken. If a parent/guardian of an accused or victim student is dissatisfied with the justice of the result, they may, of course, appeal to a higher ecclesiastical authority.

Please see the RECONCILIATION PROCESS FOR PARENTS found elsewhere in this handbook.

Remedial Measures for Confirmed Bullying

The teacher or principal will impose appropriate and reasonable discipline depending on the severity of confirmed bullying behavior. This discipline is designed to educate the offending student, deter further bullying, and safeguard the victim and other students. The remedies for documented bullying could include but are not limited to informing the parents/guardians of their child's behavior, conversations with school authorities, revocation of school privileges (e.g., athletics, club activities, and play participation), detention, suspension (in- or out-of-school), and expulsion.

School Community Formation Regarding Bullying

The administration and faculty of St. Andrew Parish School will foster awareness of and understanding of these policies among the school's various stakeholders. Parents/guardians will be required to acknowledge consent to these policies at the beginning of the academic year. In addition, students will periodically participate in assemblies and other presentations designed to counteract bullying behavior.

Retaliation

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 or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, including suspension, expulsion, or referral to law enforcement officials for possible legal action as appropriate.

Revision of Bullying Policies

These policies are subject to revision or supersession by the Pastor of St. Andrew Parish or a superior ecclesiastical authority. In the ordinary course of school business, proposals for revision from school stakeholders may be considered by the principal and the School Advisory Committee, subject to approval by the Pastor.

Gang and Gang-Related Activities

Any affiliation, imitation, communication, body language, or clothing that may prove that a student is/has engaged in gang-related or gang activity is prohibited.

To assure that St. Andrew Parish School is free of gangs and gang-related activities, the disciplinary procedures will apply to any student identified on school premises or at any school-related activities, on the school bus, at the bus stop, or in transit to and from school.

Gang-related activities contradict Catholic Social Teaching and have no place in a Catholic school. Furthermore, intimidation or disrespect of any person is unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm to others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are suspected of being involved in gang-related activities or are victims of gang-related activity.

Gang activity may result in probation, suspension, or expulsion. The principal investigates and reports suspected gang activity to local law enforcement.

Substance Abuse

A substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter medications used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means consuming or using any substance for purposes other than treating sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal violation is the possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is strictly forbidden.

The principal shall notify the police if the above policies are violated.

Vandalism (Archdiocese of Milwaukee Policy 5131.5)

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

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

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

Students' parents are responsible for their children's vandalism and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.

Weapons-Free Zones (Archdiocese of Milwaukee Policy 6114.6)

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks, firearms, or explosive/destructive devices (as stated in Section 921 of Title 18 United States Code) and any other object that causes bodily harm.

All schools will be maintained as weapon-free zones to protect the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous or look-alike weapons are prohibited from school property, school vehicles, or any school-related events. Any person who uses, possesses, distributes, purchases, or sells firearms, explosives, or destructive devices at school, at any school-related activity, to and from school, or at any school-related activity is subject to this policy. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police as directed by law based on the circumstances and the severity of the matter.. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment.

The parents or guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension or expulsion. The student may be required to seek counseling or certified professional assistance, and disciplinary measures deemed appropriate will apply. The principal may enforce probationary reentry, individual contact, or expulsion.

School authorities can inspect and search lockers, desks, parking lots, and school property and seize questionable items or property.

PROBATION, SUSPENSION, & EXPULSION POLICY (Archdiocese of Milwaukee Policy 5144)

According to Archdiocesan policy, whenever a student's behavior in school deviates too far from the limits of acceptability, or his conduct is such that it endangers the property, health, or safety of others or consistently disrupts the learning environment, action may be taken to restrict their privileges and rights of school attendance. Examples of, but not limited to, serious behaviors are:

- Possession or use of weapons or possession of 'look-alike' weapons
- Possession of illegal drugs or alcohol
- Possession or use of any object deemed potentially harmful to others
- Vandalism
- Fighting
- Verbal abuse
- Harassment in any form (verbally, non-verbally, electronically, social media)

Any severe or inappropriate conduct on school premises or at school-related activities that endangers the life or safety of others, threats, verbal or written, which imply physical or mental harm or disrupts the learning environment of the school, such action may be of three kinds:

Probation

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

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

Suspension

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

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

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

Expulsion

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

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

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

Expulsion Procedures

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

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members, parents of former students, or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Advisory Committee may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The elementary school principal receives a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can also occur at this time.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues presented and recommends what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The Pastor can accept the recommendation totally, in part, or reject it altogether. The Pastor at the elementary level has the final responsibility for the decision to expel or not.
- The student's family is informed of the final decision within 24 hours. The letter will detail the final action and be signed by the Pastor and principal. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student before the deadline provided in the final decision letter. Withdrawal must be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal

The student or his/her parent or legal guardian may, within five (5) school days following the notification of the expulsion, appeal the decision to the Pastor in writing with a rationale for the appeal. The Pastor will review the facts and investigate whether the correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the Pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the Archdiocesan level.

The School Advisory Committee is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to Suspension and Expulsion

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

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

DRESS CODE

Philosophy – Dressing up for school reflects a positive image of our uniqueness and lends dignity to our most important task at school – teaching and learning. It also allows us to recognize the demands of society regarding professional dress and distinguishes between work and recreational activities. A dress code also reduces competition in dress and eliminates distractions caused by appearance. The student body's neat, clean appearance is a factor in creating the proper learning atmosphere, promoting dignity and sensitivity toward others.

The responsibility of dressing within the dress code is that of the parents and students. Each faculty member is accountable for checking for and reporting dress/uniform violations. The principal has the final say in interpreting what is and is not appropriate in enforcing the dress code. Modesty is always expected. If, for example, a student has to bend over or squat down and expose themselves or their undergarments, then their clothing is inappropriate. Distracting or distasteful clothing is not permitted. All garments of this dress/uniform code must be appropriately sized and worn. Dress or personal appearances deemed disruptive to the learning environment will not be permitted.

Students are expected to express their individuality spiritually, academically, artistically, and athletically, not through wardrobe, makeup, jewelry, or hairstyle.

School uniforms are required for all children in 4-Year-Old 3K and 4K through Eighth grades. Uniform requirements are listed below and are optional for 3-Year-Old 3K and 4K.

The principal is responsible for implementing the school's dress code and is the final interpreter of student compliance with it.

For all school days, students are expected to dress in neat, clean, modest, and appropriately fitting clothing for school.

Shirts for Boys and Girls

Students are to wear a solid green short or long sleeve polo shirt. Shirts with the school logo are preferred but optional. The new darker green color adopted by the school in the 2016/17 school year is to be worn.

Girls' Pants, Capris, Skirts, *Skorts*, Shorts, or Leggings

- K4-4th grade students: clean black or tan khaki pants, Capri, skirts or skorts of a modest* length, or shorts (when permitted) may be worn.
- 5th-8th grade students: clean black or tan khaki pants, Capri, skirts or skorts of a modest* length, or shorts (when permitted) may be worn.
- Shorts may be worn until October 15th and after April 15th. The principal reserves the right to extend these dates depending on the weather.
- Legging/tights/yoga pants can only be worn under skirts if desired. A skirt must accompany leggings/tights/yoga pants.
- Leggings must be solid black, grey, or white

- * Modest length means these items must extend down at least as far as the student's fingertips when arms are extended fully at their sides.

Boys' Pants or Shorts

- Clean black or tan khaki pants or shorts may be worn.
- Shorts may be worn until October 15th and again after April 15th. The principal reserves the right to extend these dates depending on the weather.

Girls and Boys Uniform Guidelines

- Shoes worn should be safe, practical, and age-appropriate. Tennis shoes are acceptable.
- K3-4th grade cannot wear sandals or sandals types of shoes.
- K3-4th grade shoes must have a strap on the back.
- 5th-8th grade students may wear sandals type of shoes with a permanent backstrap. *Crocs* are not allowed as the strap is not permanent
- Headwear of any kind should not be worn in the building.
- Only girls may wear earrings. Only the ears may be pierced. Acceptable forms of jewelry include earrings, a watch, a ring that is age and Catholic school-appropriate, or a single-chain necklace.
- Jewelry must be modest and not distract from the class environment.
- Students are expected to wear neat, clean hairstyles appropriate to their age level and in good taste. No fad haircuts. Hair coloring is limited to those colors that are generally considered natural hair colors. Hairstyles considered distracting to the learning environment are not allowed.
- Students are not allowed to wear makeup in 5K-4th grade.
- No Athletic shorts or sweats may be worn.
- Shorts may not be worn to Mass.

Sweatshirts

Only solid black, white, grey, or green sweatshirts or sweaters are permitted. Any logo that is not a St. Andrew's logo must be no larger than a credit card. This will be strictly enforced.

Mass Days Dress Code

- The above dress code for all school days is to be followed.
- While in church, coats, hoodies, sweaters, or other outer garments covering the school uniform of green polos with khaki pants, Capri, skirts, etc., are to be removed so that the school uniform colors are prominently displayed.

Students are to remain in Mass clothes throughout the school day unless stated in advance by the principal.

Makeup

Natural-looking makeup is allowed for girls in 6th – 8th grade.

- Modesty is always expected.
- Mascara is allowed. Eyeliner or eye shadow is not allowed. Fake eyelashes are prohibited.

- Clear or lightly tinted lip gloss is acceptable. Colored lipstick or heavily colored lip gloss is prohibited.
- Nail polish is permitted, but fake nails are not.

St. Andrew Parish School reserves the right to ask students to remove makeup that does not meet these expectations.

Physical Education (P.E.) Clothing

- Clothing requirements for 5th through 8th grade P.E. classes focus on ensuring students are appropriately dressed for physical activity, balancing comfort, safety, and school policies. Adhering to these guidelines helps create a safe and productive environment for all students during physical education activities.
- General P.E. clothing requirements
 - Comfortable and Flexible Clothing
 - T-shirts or athletic tops: Must be breathable and allow a full range of motion.
 - Shorts or sweatpants: These should be made of flexible, breathable materials and be of appropriate length, usually mid-thigh or longer.
 - Footwear
 - Athletic shoes: Properly fitted sneakers with good support and non-marking soles.
 - Flip-flops, sandals, and dress shoes are typically not allowed.
 - Safety and appropriateness
 - No jewelry: Rings, necklaces, bracelets, and dangling earrings should be removed to prevent injury.
 - Hair secured: Long hair should be tied back to keep it out of the face and prevent entanglement.
- Students should change into PE clothes at the beginning of class and back into regular clothes afterward. They will take these items home weekly to be laundered.
- P.E. attire may vary due to activity and may not require changing at all; that will be at the discretion of the P.E. Teacher.
- Students who do not participate in physical education because they do not have physical education clothing for that day will be ineligible for any/all athletic events scheduled for that day.

Parental Role

While the faculty and staff are responsible for reviewing and responding to student appearance, the school expects the parents to monitor their children's appearance before the child even enters the building. As a reminder, parents need to supervise their children's clothing choices and guide them in making the correct choice. We expect the basic philosophy at home to be this: if it is questionable whether an item of clothing would be acceptable, do not wear it to school.

The principal is responsible for implementing the school's dress code and is the final interpreter of student compliance with it.

SAFETY POLICIES AND PROCEDURES

Emergency Information (Archdiocese of Milwaukee Policy 6114.1)

Because accidents or illnesses can occur at school, the school office must provide up-to-date parental and emergency contact information. You must notify us of any personal/work phone numbers or address changes.

The student information/emergency form must be completed and returned before the first day of school. One form must be completed for each family. Parents must notify the school office of changes to phone numbers, addresses, etc., for this form.

Emergency School Closing (Archdiocese of Milwaukee Policy 6114.5)

Emergency closing of the school due to snow or other conditions will be announced on WTMJ 620 AM, WJJO 1230 AM, or WLKG 96.1 FM Radio Stations, and WTMJ, WNBC, and WISN Television News Stations.

Email will be used to notify parents.

If the Delavan-Darien Public Schools are closed due to inclement weather, St. Andrew Parish School will also be closed due to the district providing bus transportation for all private schools in the area.

If school must be dismissed early due to inclement weather, parents or guardians will be notified via email.

Emergency Evacuation of School

If St. Andrew Parish School were evacuated for any emergency (e.g., fire), all students would be evacuated to the water fountain at the corner of Racine Avenue and Eighth Street. Students will walk together as a school to the Delavan Fire Station. In this type of emergency, we will make every attempt to notify you through our phone-calling tree and make such an announcement on the radio stations mentioned above.

Emergency Lockdowns

St. Andrews Parish School conducts safety lockdown drills to prepare for any real-world event (inside or outside the school). If we are in a lockdown, unless communicated by the principal (approved only by the Chief of Police), no students will be released during this time. Due to the nature of the situation, either away from or on school grounds, the safest place at that specific moment is at school under the immediate supervision of a school staff member.

Emergency Weather or Fire (Archdiocese of Milwaukee Policy 6114.1)

St. Andrews Parish School conducts Fire and severe-weather drills to prepare for any real emergency following the Walworth County and State of Wisconsin regulations. During each drill or actual event, students (supervised by staff) walk calmly and orderly to get to their designated safety area. In the event of severe weather or fire, no student will be released during this time. Once the threat is gone, the school will safely release the students to the parent or guardian as needed.

CO-CURRICULAR OPPORTUNITIES (Archdiocese of Milwaukee Policy 6145)

Philosophy

St. Andrew's Parish School encourages student participation in co-curricular activities such as Athletics, Art Club, Band, Student Council, Science Club, etc. Such student involvement, however, must never come at the expense of that student's academic achievement. The goal of St. Andrew's is to foster the growth of well-rounded students. Co-curricular participation can contribute to the enrichment and development of the whole child, learning and experimenting.

St. Andrew Parish School offers soccer, volleyball, basketball, band, and Art Club as Co-Curricular activities. These activities are open primarily to upper-grade students and are entirely voluntary.

Archdiocese of Milwaukee and Conference regulations require students not to participate in two same-sport conferences per season. Students cannot play school and city league basketball, for example. Students are allowed to participate in two different sports. Therefore, *Red Devils* Football and school league volleyball is permitted.

All our extracurricular activities are supervised and coached by volunteers. Please call the school office if you are interested in helping with these activities or have another event in mind. We're always open to additional assistance!

Athletic Philosophy and Policy

At St. Andrew Parish School, athletics are offered as a co-curricular activity. These activities promote a Christian attitude while learning and enjoying a sport. The team coach is primarily responsible for teaching techniques, rules, teamwork, sportsmanship, enjoyment of the game, and respect for officials, coaches, and players.

In light of this philosophy, there are two main rules for our coaches to adhere to:

- All team members who practice with the team during the week will play at that week's game.
- Team rosters will be set at the beginning of the season. Members of a team will play only on their designated team.
 - Exceptions may be made before the season when there aren't enough players to set rosters.
 - Exceptions may be made during the season, with the approval of all involved coaches, the Athletic Director, and the principal in special situations such as injury or illness.

Basketball Teams for 5th – 8th Grades

St. Andrew's sponsors basketball teams for interested students in grades 5th through 8th. The basketball season runs from November through March, with practices during the week after school and in the evening.

These teams' coaches are volunteers, and family members of players are expected to help with concession sales, supervision, and set-up or clean-up committees.

Please note the Athletic Eligibility Policy stated under ACADEMICS in this handbook.

Girls Volleyball for 5th - 8th Grades

A Girls' Volleyball Team for 5th – 8th grades is offered for interested students. The Volleyball season runs for eight weeks in the early fall (September through October). Practices and games will be held primarily on weeknights.

The Volleyball Team's coaches are volunteers, and players' family members are expected to help with supervision, set-up, clean-up, and ticket sales.

Co-ed Soccer 5th - 8th Grades

Boys and girls in 5th – 8th grades may participate in the St. Andrew's Soccer Program if student numbers warrant a team and coaches are available. Practices will be held during the week after school. Games are played against local private Parochial Schools. Parents are responsible for getting their children to any practice or game off the school site.

Student Council

Students in 5th—8th grades are invited to join the Student Council. The Council meets monthly with a teacher-advisor to promote school pride and plan and run selected special events, such as Red Ribbon Week and Catholic Schools Week.

FIELD TRIPS (Archdiocese of Milwaukee Policies 3541.1, 6153, & 6153.1)

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

The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values. School trips should have a clear, legitimate link to a curriculum standard or course objective. This includes “end-of-year” class graduation trips.

All school trips must occur between the first and last days of classes in the corresponding school year.

Curriculum-based field trips will be planned throughout the year for all grades. With the principal's approval, the teacher will arrange these trips. Parents will be contacted for dates of the said trip and any other pertinent information such as times, needs for chaperones, etc.

Trained staff, members/volunteers, or the student's parent must administer medication to a student on a field trip.

No student will be denied participation on a field trip due to cost. Field trip dues/fees are paid at registration.

If a parent or guardian wants to help chaperone a field trip, they must have a copy of the Safeguarding Class Certificate and an Archdiocese of Milwaukee background check performed and on file at the school before they can attend any trip (Archdiocese of Milwaukee Policy).

If one wants to chaperone, all chaperones must ride the bus with the students and staff. This is a *Catholic Mutual Insurance* requirement. The chaperone must be there for the entire field trip; simply meeting the group there with your car is unacceptable.

Fundraising for Field Trips (Archdiocese of Milwaukee Policy 3282)

Specific field trips may require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the Pastor/parish director and the principal. All funds raised must pass through the Parish/school and be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising unless it is equally applied to all students or families.

If the field trip is canceled for any reason, all funds raised become the property of the parish/school and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds. The principal's decision on using the funds is final.

HOT LUNCH PROGRAM

The Delavan School District offers and provides our hot lunch program. Lunches may be purchased by the week or month, and payment is due to the office before the 10th of the month to a late fee. The cost of a hot lunch is included on the hot lunch menu, which is sent home at the beginning of the month.

When sending cash or a check, please seal the money in an envelope with your child's name and grade written on it. If a child forgets lunch money or a cold lunch, a hot lunch will be provided, and payment is expected on the next school day.

WELFARE, HEALTH, AND SAFETY (Archdiocese of Milwaukee Policy 5140)

Nutrition Education

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. Schools should provide nutrition education that is appropriate for and reflects students' cultures, is integrated into subjects such as math and reading, and provides opportunities for students to practice skills and have fun. Schools should also choose education curricula that are easy to teach and foster lifelong healthy eating. The key elements of the school's nutrition education policy are:

- Students receive interactive nutrition education that teaches them the skills to adopt healthy eating behaviors.
- Nutrition education is offered in the school lunchroom and classroom, with coordination between the food service staff and teachers.

- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community, and media.
- Health education curriculum standards and guidelines include both nutrition and Physical Education.
- Nutrition is integrated into the Health Education class and other core curricula (e.g., math, science, language arts.)
- Schools link nutrition education activities with the school health program.
- Staff who provide nutrition education have appropriate training.

Physical Activity

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

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess/free time, and integrating physical activity into the academic curriculum.
- Students are given opportunities for physical activity through various before-and/or after-school programs, including intramurals, interscholastic athletics, and physical activity clubs.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools provide training to enable teachers and other staff to promote enjoyable, lifelong physical activity among students.

Other Recommended Inside and Outside School Activities

The primary goal for school-based activities is to create a total environment conducive to healthy eating and encourage students to be physically active. The key elements of the school's activities policy are that:

- The school provides students with a clean, safe, enjoyable meal environment.
- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountains available so students can get water at meals and throughout the day.
- The school encourages all students to participate in the school meals program and protects the identity of students who eat free and reduced-price meals.
- The school encourages fundraising efforts that are supportive of healthy eating.
- The school provides professional training and development opportunities for Food Service Staff and nutrition and physical education teachers.
- The school makes efforts to keep physical activity facilities open for students outside school hours.
- The school encourages parents, teachers, administrators, students, food service professionals, and community members to be role models in practicing healthy eating and being physically active at school and home.
- The school encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.

School Wellness Policy (Archdiocese of Milwaukee Policy 5140.4 (b))

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children choose healthy eating and physical activity. To accomplish this goal, St. Andrew Parish School has developed this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

The principal shall implement and ensure compliance with the policy by leading its review, update, and evaluation.

The district will invite diverse stakeholders from the list below to participate in the development, implementation, and periodic review and updating of the policy.

- a. Principal
- b. Classroom teacher
- c. Physical Education teacher
- d. SFA (School Food Authority) representative
- e. School(designated) nurse
- f. School parent

All meals meet or exceed current nutrition requirements established under the Healthy Hunger-Free Kids Act of 2010 (www.fns.usda.gov/sites/default/files/dietaryspecs.pdf).

St. Andrew Parish School encourages foods offered on the school campus to meet or exceed the USDA Smart Snacks in School nutrition standards, including those provided at celebrations and parties and classroom snacks brought by staff or family members.

St. Andrew Parish School will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

Teachers shall integrate nutrition education into math, science, language arts, social sciences, and elective subjects.

Nutrition Education Goals

- Students in 5K through 8th grade will receive interactive nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent throughout the school, classrooms, lunch room, and other appropriate areas.
- The curriculum for health education will include both nutrition and physical education.
- Health education and making healthy decisions will be infused appropriately throughout the other curricular areas.
- The school will seek out additional ways to present the message of healthy choices during other events sponsored by the school.
- Staff who provide nutrition education will be offered appropriate training opportunities.
- The school will seek ways to involve the parents, students, and the community in nutrition education activities.

Physical Activity Goals

- Students will have opportunities for physical activity during the school day through physical education classes, recess periods, and integration of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity through before or after-school activities such as an athletic program.
- The school will work with the community to help provide safety for students walking, riding bikes, or using other physical activities to get to school.
- The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities at family events.
- The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

Goals for Other School-Based Activities

The school will maintain the lunch area to ensure a clean, safe, and enjoyable meal environment.

- The school will arrange a lunch schedule that provides adequate time for serving meals, for students to eat, and for clean-up following the meal.
- Drinking fountains will be available in the school buildings, and students will be allowed water throughout the day.
- Students will be encouraged to participate in the meal program. The staff will monitor lunches brought from home and encourage families to provide nutritious meals.
- The identity of students who receive free or reduced lunches will be protected.
- Lunch periods will be scheduled near the middle of the school day with adequate time for students to eat before leaving the lunch area.
- Food will not be used as a reward or punishment in the school. Children removed from the classroom for disciplinary reasons will be provided with lunch.
- Teachers will be encouraged to provide all students with physical activities at recess and when physical education or similar activities are scheduled.
- Foodservice staff and teachers will receive proper nutrition and physical education training.
- The school will allow students and families to participate in physical activities in after-school programs.
- The staff will strive to be role models in practicing healthy eating habits.
- The school will provide information and outreach materials to families about other FNS programs such as Food Stamps and Women, Infants, and Children (WIC).

Nutrition Guidelines for all Foods & Beverages Available at School

Nutrition influences a child's development, health, well-being, and potential for learning. To fully allow the students to participate in the educational process, they must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all school community members to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and promote positive nutrition messages and healthy food choices.

- Food and beverages in the food service program will represent good choices for a balanced and nutritional diet. No energy drinks containing caffeine at an elevated level.
- 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 at least 20 minutes for students to eat lunch and socialize in the designated area. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

- The school does not allow student vending machines, snack bars, and school stores. Healthy alternatives will be offered at the concession stand during school-sponsored activities so parents and students can make healthy choices.
- Healthy choices and nutritional food value will be considered when selecting school-sponsored fundraising activities. Physical activity alternatives will be considered when planning the yearly fundraising events.
- When school parties and classroom activities include food, efforts will be made to limit the number of high-calorie, low-nutrition snacks. Instead, the children will be provided with nutritional alternatives.

Implementation & Evaluation

- The staff will implement the wellness policy at St. Andrew Parish School. Teachers will be responsible for following the procedure and reporting any problems to the principal.
- The principal will be responsible for overseeing the implementation of the wellness policy.
- Through teacher observation and reports, the principal will report any difficulties implementing the Wellness Policy to the School Advisory Committee.
- St. Andrew Parish School will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include how each school complies with the policy and how it compares to a model policy established by the U.S. Department of Agriculture.
- The school will actively inform families and the public about the content and any policy updates through the school website and School Advisory Committee meetings.

School Food Allergies Regulations (Archdiocese of Milwaukee Policy 5140.4 (c))

Food Allergies

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason, the school environment must be as free as possible from allergy-producing food products. All families must consider these grade levels when preparing lunches, treats, and snacks.

The school will establish allergy-free zones in the lunchroom and other instructional areas where appropriate. It is the parent's responsibility to notify the school and homeroom teacher of any allergies and to provide snacks for their child(ren).

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

In-School Medical Checks

With the aid of the Department of Public Health and other volunteers, all St. Andrew Parish School students have their vision checked each Fall. Limited classes also have their hearing examined. Occasionally, it is necessary to inspect the eyes for symptoms of conjunctivitis and hair for signs of lice. Pink Eye and Lice are easily spread in a school, and inspections are done when there is a suspicion of either. If a student is found to have either, the student will be sent home until treatment is completed.

Mental Health Protocol

St. Andrew Parish School takes all indications of self-harm, suicidal thoughts, and other significant mental health concerns seriously. When the school has concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed professional clinical counselor, licensed clinical social worker, psychologist, or psychiatrist) before the continuation of academics and co-curricular activities at St. Andrew Parish School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to St. Andrew Parish School:

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals, and services that can assess the student.
2. Follow the recommendations provided by the clinician, which may include but are not limited to the following:
 - a. outpatient therapy,
 - b. partial or inpatient hospitalization, or
 - c. medication management.
3. Sign a consent to release the information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
 - a. Student/family confidentiality is adhered to as dictated by the American School Counselor Association's ethical code.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan result in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs of the student. The principal or designee will provide the necessary information for the student's return to learning in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
6. Re-entry back to St. Andrew Parish School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal or designee:
 - a. Evaluation date and outcome/diagnosis.
 - b. Safety statement: the student is not at risk of self-harm or harming others, and it is appropriate for the student to return to St. Andrew Parish School.
 - c. Therapeutic recommendations, treatment plan, discharge summary, and a plan for transitioning back to the school environment.
7. The principal or designee will schedule a re-entry meeting upon receipt of documentation.
 - a. This meeting will occur the morning of the school day when the student returns to classes and includes the student, parent or guardian, principal/designee, and teacher. Please know that other stakeholders may attend this meeting if needed.
 - b. The purpose of this meeting is to review the assessment and treatment plan recommendations to determine the most effective support system for the student's continued care inside and outside St. Andrew Parish School. Based on the school's concern about the student's continued

personal well-being, an understanding of commitment to continued services and the school support process should be achieved.

- c. Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.
8. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan, which identifies the schoolwork that needs to be made up, accommodations, and support.
- a. This meeting would occur in the morning or after school on a school day shortly following the re-entry meeting. It should include the student, parent or guardian, school counselor (if applicable), teachers, and all other appropriate faculty or staff members as needed.
 - b. The purpose of this meeting is to allow the student and their parents/guardians to share details and provide an update about the cognitive, physical, social, emotional, and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should reassure the student and family that staff will be available to help the student with any academic issues and that it will be necessary for the student to reach out if they are worried about their schoolwork.

Suicide Prevention and Awareness (Archdiocese of Milwaukee Policy 6164.12)

When any school staff has reason to believe, either by direct knowledge or a report from another person, that a student is in any danger of harming themselves through an attempted suicide or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and reported to Child Protective Services.

MEDICATION (Archdiocese of Milwaukee Policy 5141.5)

Administration of Medication to Students

School administrators and personnel must receive medication training per Wisconsin DPI regulations. School personnel will administer no medication without the Medical Consent Form and The Physician Order. This may include:

- The Medication Consent Form must be filled out by the parent/legal guardian, addressed, and returned to the individual(s) administering the medication.
- A 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 or School Nurse.
- The School Secretary shall maintain an accurate medication file that includes all of these necessary forms for each student receiving medication.

Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of the doctor who prescribed the medication, the dose, the effective date, and the directions for administration. A parent or guardian must supply the prescription medicines.

Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The parent or guardian must supply the over-the-counter medication. Nonprescription medication may only be administered at a higher than recommended dosage with the written approval of the medical provider and parent or guardian.

The child will take medication at the designated time, administered by the School Secretary or by the other identified individual.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and *EpiPen's*. 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 emergency medication on their 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. This form states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of their emergency medication. The school is absolved of any responsibility for safeguarding the student's emergency prescription medication. The parent must provide the school with a copy of a health care plan for a student who requires an emergency prescription medication.

Medication consent forms are available on the school website or can be obtained from the school office.

ASBESTOS NOTIFICATION (Archdiocese of Milwaukee Policy 5140.11)

St. Andrew Parish School has an Asbestos Management Plan, as required by the Environmental Protection Agency. The plan is available for inspection at the Rectory Office.

PARENT/FAMILY SCHOOL & PARISH INVOLVEMENT

Parent Meetings (St. Andrew Parish School Committee Policy, May 1999: revised March 2017)

To be considered an active member of the school and in good standing, it is expected that any/all parents attend the following meetings throughout the year: *Ready, Set, Goal Conference; Fall and Spring Parent, Teacher Conferences, Parent Athletics Meetings, and St. Andrew's Town Hall Meetings* or any safety, behavior, or personal matter deemed necessary by the Pastor or principal.

To better understand the growth and development of your student, the needs of the academic and spiritual domains of the learning community, and model what it is to serve as a practicing Catholic are vital to paying it forward with your student(s). If this is difficult, a face-to-face meeting with the Pastor and principal will be required.

All parents and other interested family members are invited and encouraged to become involved in their children's education. Indeed, it has been shown that students whose families take an active role in their education have more success in school than their counterparts without such involvement.

Volunteers are an important, vital part of our school. Their efforts accomplish many tasks. All families are expected to volunteer to support the school in whatever way(s) they can.

Getting Involved

A sign-up sheet for volunteer positions is sent to all school families every year. This sheet should be returned to the school office as soon as possible. From these volunteer sheets, chair people of events, etc., will gather names of family members willing to help with particular tasks. Chairs will communicate with volunteers about specific details.

Volunteers who work directly with children must permit the school to run background checks and must have participated in *Safeguarding All God's Children* training.

School-Related Associations Structure and Function (Archdiocese of Milwaukee Policy 3570)

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

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

A school may also want to include other organizations it is a member of, such as WCRIS, WRISA, School Choice Wisconsin, or the WIAA.

School Advisory Committee (Archdiocese of Milwaukee Policy 2103.1)

The School Advisory Committee is a group of discerned parishioners who, along with the Pastor, Director of Religious Education, and principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Committee is a standing committee of the Parish Pastoral Council. The School Advisory Committee is an advisory body to the school principal. The purpose of the School Advisory Committee is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish

The School Advisory Commission operates under an approved set of Operational Norms.

There are nine identified areas where the School Advisory Committee collaborates with the principal to advocate for the school. Details on these areas can be found in the School Advisory Commission Responsibilities document.

- Mission and Governance
- Whole Child Education
- Institutional Advancement: Development, Marketing & Public Relations, and Enrollment Management
- Finance
- Long-Range Planning
- Facilities and Technology
- Policy
- Emergency Operations Planning
- Principal Search and Selection

The Archdiocese of Milwaukee Parish Commissions & Committees Manual provides further guidelines for commission membership, meetings, relationships, and operation.

Parent Volunteer Association

This organization is for all parents with students in St. Andrew Parish School. There are officers to oversee the activities of the group. In previous years, this group has accomplished many extras for our school, such as refurbishing the locker rooms, improving the school bathrooms, renovating the school library, purchasing new desks for all classrooms, purchasing new basketball uniforms, painting game lines on the playground and updating playground equipment, painting ceilings, and classrooms, organizing clean-up and fix-up days, supplying new maps and globes for all our classrooms, hosting student assemblies – with storytellers, musicians, and athletes, bus transportation for various field trips, cash for teachers to use in purchasing items for their classrooms, assistance with the costs of our 8th-grade Graduation Ceremony, Parent Information, and Discussion Sessions, and much, much more.

Athletic Committee

This is a volunteer group comprising a minimum of five (5) members and, at most, eight (8); this includes the Athletic Director(s) and principal. Any parent or guardian of a St. Andrew Parish School or Religious Education Program student interested in our athletic program is eligible to serve on this committee.

Volunteer Expectations

Volunteers are a tremendously important part of our school! We depend upon many volunteer helpers throughout the year. It is Catholic design to serve others and model this for our children. Here are some expectations of volunteering here at St. Andrew Parish School (but not limited to):

- Each family is asked to review and complete the volunteer sign-up sheet and watch the family envelope for volunteer opportunities.
- If you have a child participating in athletics here, you must sign up for your student to participate during the athletics parents' meeting.

- All volunteers working directly with children will be required to participate in the Safeguarding All God's Family training provided by the Archdiocese of Milwaukee and undergo a background check through the Parish Office.

RELIGIOUS EDUCATION/FAITH FORMATION

Daily Classes

Daily religion classes use the Doctrines of Vatican II, scripture, and prayer. The heritage, history, and traditions of the Catholic Church are explored through formal instruction, prayer experiences, liturgical celebrations, and service projects. A text is used for the religion classes in all grades.

Liturgy

The experience of worship and participation in the Mass is integral to being in a Catholic School. Students participate in the planning and hosting of school liturgies. Families are always welcome and encouraged to participate in the school liturgies.

Prayer

Prayer is an integral part of every school day. Each day begins and ends with prayer. Children learn the value of participating in formal and spontaneous prayers in class and at all school prayer services.

Safe Environment Education (Archdiocese of Milwaukee Policy 6141.12)

Safe Environment Education shall be part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs must use the Circle of Grace Safe Environment Curriculum, which is taught to each grade level each year. Additional resources can be found on the Safe Environment Education web page.

Human Sexuality/Family Life (Archdiocese of Milwaukee Policy 6141.11)

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

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

The schools/religious education programs shall follow the guidelines presented in *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, USCCB, 2008; *National Directory for Catechesis*, USCCB, 2005; *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition; *The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family, 1996; *General Directory for Catechesis*, Congregation for Clergy, 1997, and *Catechism of the Catholic Church*, 1994.

The Family Life program must be offered during the regular daily instructional schedule in elementary/middle schools (5K through 8th grade).

The *Family Life Curriculum* is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, the parent can remove the child from the school-based family life program after conferring with the principal and Pastor.

Sacramental Instructional Programs

First Reconciliation

First Reconciliation will be received during the 2nd-grade year. Instruction and preparation for the sacrament are incorporated into the school curriculum. The First Reconciliation ceremony and parent sessions are held cooperatively with the Parish Religious Education Program. Mandatory parent meetings are scheduled during the year before the First Reconciliation.

First Eucharist

The first Eucharist is usually received during the 2nd-grade year. Instruction and preparation for the sacrament are incorporated into the school curriculum. The First Eucharist Celebrations and parent sessions are held cooperatively with the Parish Religious Education Program. Parent and student sessions and prayer services are scheduled during the school year. Attending these evening sessions by both parent and child is mandatory for receiving the sacrament.

SCHOOL PROPERTY (Archdiocese of Milwaukee Policy 5145.2)

Care of Books/School Property

The students have the privilege of using textbooks, desks, storage areas, and other materials supplied by the school. Textbooks must be covered with a properly fitting book cover and carried to and from school in a sturdy book bag/backpack. Parents of students will be held responsible for the total replacement cost of any materials or property lost or damaged through their children's negligence. Parents will be notified if school property is damaged, and the principal will decide the replacement or repair cost.

SCHOOL OFFICE

The school office is open when school is in session from 8:00 am to 3:45 pm. All calls regarding school business should be placed at 262-728-6211. Teachers are not called from class during teaching hours to answer phone calls. You may leave a message when necessary, and teachers will return your call during their planning time or email you back.

SUMMATIVE and FORMATIVE TESTING (Archdiocese of Milwaukee Policy 5120.1)

Forward Exam (WI-DPI)

The Archdiocesan standardized testing program consists of the Wisconsin Forward Summative Exam, which is mandatory for students in 3rd—8th grades. This exam measures students' knowledge and skills in math, language arts, and reading. Students in 4th and 8th grades are also evaluated in Science and Social Studies. This test is usually administered during April.

Parents of students who take the tests will receive detailed information about their child's results. All school families will receive information regarding the overall performance of our students on the tests. The school faculty utilizes the results to help evaluate our school curriculum and teaching methods.

Students are given standardized assessments of their knowledge of our Catholic faith and traditions during this time. The results are intended solely to assess our curriculum, experiences, and methodology in teaching religion.

Measures of Academic Progress (iReady) Formative Test

iReady Formative Evaluations will be given three (3) times throughout the year. These evaluations measure the student's current skill learning, achievement, and mastery of Common Core Learning Standards. These evaluations are vital to all as one can measure a student's strengths and areas of needed improvement.

STUDENT RECORDS, TRANSFERS, OR WITHDRAWALS

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

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school where the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school where the student is enrolling.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended.

Unless there are compelling reasons for not doing so, this record transfer should occur within five (5) days of receiving the request.

SCHOOL VISITORS and CALLS

Educational administrators shall regulate all visitors to their buildings and grounds to ensure the safety and well-being of students and staff.

All school visitors shall report to the school office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors attend an athletic event or other school program in areas typically used for large group assemblies, such as gymnasiums, the

cafeteria, or the Church, or when parents attend activities clearly intended for parent involvement, such as an Open House or Parent-Teacher Conferences.

Upon arrival at the school, all visitors must check in at the School Office to sign in and out. Visitor badges are required for all non-school personnel.

No teacher is to be disturbed during class, immediately before a class period, or while supervising children. Teachers will be available to meet parents' needs during their planning period or before or after school. Business between a parent and teacher should not be handled in school hallways or classrooms when students are present.

Messages, articles dropped off for students, etc., are to be handled through the school office to minimize disruptions.

All visitors are expected to obey all school rules.

The school principal or other authorized school representative can request that a visitor leave the premises if they believe that the visitor's presence presents a danger to students, staff, or school property or is disruptive to the school's operation. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests unless the student's parent/legal guardian and authorized school representative have granted permission to do so. Such visits are only approved at the principal's discretion.

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

SCHOOL STAFF 2026-27

Grade/Room	Teacher/Staff Name		Work Email
3K Part-time	Ms. Grace McIlheran		gmcilheran@standrewsparishschool.com
4K	Mrs. Kirsten Gamble		kgamble@standrewsparishschool.com
5K	Mrs. Abriel Odling-Fincutter		aodlingfincutter@standrewsparishschool.com
1st Grade	Mrs. Heather Smith		hsmith@standrewsparishschool.com
2nd Grade	Mrs. Julie Ellerth		jellerth@standrewsparishschool.com
3rd Grade	Ms. Yadi O'Campo		yocampo@standrewsparishschool.com
4th Grade	Mrs. Jennifer Shallenbarger		jshallenbarger@standrewsparishschool.com
5th Grade	Mrs. Laura Palmer		lpalmer@standrewsparishschool.com
6th Grade	Mr. Sean Kuczynski		skuczynski@standrewsparishschool.com
7th Grade	Mrs. Alyse Percy		apearcy@standrewsparishschool.com
8th Grade	Mrs. Sandi Goebel		sgoebel@standrewsparishschool.com
Physical Education	Mr. Jason Trow		jtrow@standrewsparishschool.com
Music	Mrs. Sara de Almeida		sdealmeida@standrewsparishschool.com
Art	Ms. Linda Saumer		lsaumer@standrewsparishschool.com
Director of School Administrative Services	Mrs. Rachell Atchinson-Treat		rtreat@standrewsparishschool.com
Administrative Assistant	Mrs. Anne Madison		amadison@standrewsparishschool.com
Administrative Assistant	Ms. Veronica Valadez		office@standrewsparishschool.com
Principal	Mrs. Maureen Mathew		principal@standrewsparishschool.com
Director of Spartan Club	Mrs. April Walter		spartanclub@standrewsparishschool.com

SCHOOL CALENDAR 2026-27

St. Andrew Parish School 2026-2027 Calendar

	Student Instructional Hours = 1,154.75 hours
School Day: 8:15 AM-3:30 PM (7.25 hours total/6.92 instructional)	
Trimester 1:	Sept 8, 2026- Nov 24, 2026 = 54 Instructional Days
Trimester 2:	Nov 30, 2026-Feb 26, 2027 = 61 Instructional Days
Trimester 3:	Mar 8, 2027-May 28, 2027 = 54 Instructional Days
	Total Student Instructional Days = 169 Days

Date	Teacher In-Service/No School
Aug 24-Sept 4, 2026	Teacher In-Service
Sept 28, 2026	NO SCHOOL/Teacher In-Service: Sustaining the Mission
Nov 6, 2026	NO SCHOOL/Teacher In-Service
Feb 19, 2027	NO SCHOOL/Teacher In-Service

Date	Early Dismissal
Oct 16, 2026	Early Release @ 1:15 PM *District Early Release: Homecoming
Nov 5, 2026	Early Release @ 1:15 PM *NO PM BUS* (P/T Conferences)
Feb 5, 2027	Early Release @ 11:15 AM *NO PM BUS* / VIP DAY!
Feb 18, 2027	Early Release @ 1:15 PM *NO PM BUS* (P/T Conferences)
May 28, 2027	Early Release @ 11:15 AM *NO PM BUS* Last Day of School!

Date	Holidays or Break/Vacation
Sept 7, 2026	Labor Day- NO SCHOOL
Nov 25-Nov 27, 2026	Thanksgiving Break- NO SCHOOL
Dec 23, 2026-Jan 3, 2027	Christmas Vacation- NO SCHOOL
Mar 26-April 2, 2027	Good Friday/Spring Break- NO SCHOOL

Date	1st Day of School / Trimester Ends
Sept 8, 2026	1st Day of School!
Nov 24, 2026	1st Trimester Ends
Mar 5, 2027	2nd Trimester Ends
May 28, 2027	3rd Trimester Ends/ Last Day of School- Early Release @ 11:15 AM

Date	Ready, Set, Goal! / Parent Conferences
Sept 1, 2026	Ready, Set, Goal! (Meet teachers & drop off supplies)
Sept 2, 2026	Ready, Set, Goal! (Meet teachers & drop off supplies)
Nov 4, 2026	Parent/Teacher Conferences 4pm-7pm
Nov 5, 2026	Parent/Teacher Conferences 1:45pm-7pm
Feb 17, 2027	Parent/Teacher Conferences 4pm-7pm
Feb 18, 2027	Parent/Teacher Conferences 1:45pm-7pm

Address: 115 S. 7th St, Delavan, WI 53115
Phone: (262) 728-6211
Email: office@standrewsparishschool.com
Website: www.standrews-delavan.org/school



AUGUST 2026
S M T W T F S
28 29 30 31 1 2
3 4 5 6 7 8
9 10 11 12 13 14
15 16 17 18 19 20
21 22 23 24 25 26
27 28 29 30 31

SEPTEMBER 2026
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20 21 22 23 24 25 26
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OCTOBER 2026
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18 19 20 21 22 23 24
25 26 27 28 29 30 31

NOVEMBER 2026
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15 16 17 18 19 20 21
22 23 24 25 26 27 28
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DECEMBER 2026
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JANUARY 2027
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27 28 29 30 31

FEBRUARY 2027
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28

MARCH 2027
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14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

APRIL 2027
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MAY 2027
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16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

JUNE 2027
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20 21 22 23 24 25 26
27 28 29 30



Important Dates:	
Dec 6, 2026	St. Nick's Breakfast
Dec 16, 2026	Christmas Concert
Mar 19, 2027	Spring Formal
May 28, 2027	Last Day of School Mass @ 10 AM



115 South 7th Street * Delavan, WI 53115 * 262-728-6211 www.standrews-delavan.org

September 2026

Dear St. Andrew Parish School Parent/Guardian:

Please review the St. Andrew Parish School Parent/Student Handbook online at [Family Handbook | Saint Andrew Parish \(standrews-delavan.org\)](http://Family Handbook | Saint Andrew Parish (standrews-delavan.org)). Please ensure that all policies and procedures in this handbook have been read carefully. Students are responsible for knowing the handbook's contents, so please take the time to discuss any specific areas that may need their attention. Parents are to sign and complete this form.

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

Sincerely,

Maureen Mathew
Principal

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

(Parent/Guardian Name - please print)

(Student(s) Name(s) - please print)

By my signature below, I have received the *St. Andrew Parish School Student/Parent Handbook*, become familiar with the contents, and agree to cooperate with the expectations outlined. I have reviewed the contents with my children, who agree to observe these policies and procedures.

Parent/Guardian Signature

Date