



God's  
Little  
Miracles  
3 Day Pre School

St. Katharine Drexel School  
of Beaver Dam, Wisconsin

2020—2021

503 South Spring Street  
Beaver Dam WI 53916  
920-885-5558

Website: [www.skds.org](http://www.skds.org)  
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Revised: 1993, 2016; 2019, 2020

<b>SCHOOL ADVISORY COMMITTEE</b>	
1. Rev. Michael Erwin	2. Mrs. Angela Zwald, Chair
3. Mr. Mark Roedl, Vice Chair	4. Mrs. Sarah Bindl, Secretary
5. Mr. John Bowser	6. Mrs. Marybeth Schessow
7. Mrs. Estella Calvo-Gil	8. Mrs. Danielle Paul
9. Mrs. Jenny Wendorf	10. Mrs. Jennifer Nampel
11. Mr. Greg Steil, Parish Liaison	

### PARISH-SPONSORED SCHOOLS: SCHOOL ADVISORY COMMISSION (2103.1)

The School Advisory Commission/Committee is a group of elected or discerned parishioners who, along with the pastor/parish director/administrator, director of religious education and principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Commission is a standing commission of the Parish Pastoral Council. The School Advisory Commission is an advisory body to the school principal. The purpose of the School Advisory Commission 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 Commission collaborates with the principal to advocate for the school. Detail for these areas is found in the document *School Advisory Commission Responsibilities*.

- 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

#### **Commission Membership**

##### **Ex officio Members**

- Pastor/Parish Director
- Parish Pastoral Council Liaison
- School Administrator/Principal

##### **Commission Officers**

- Chairperson
- Vice-chairperson
- Secretary

##### **Members**

- Recommended number: 7-9
- Elected or appointed as specified in the Operational Norms
- Limited to two consecutive terms; length of term is specified in the Operational Norms

Further guidelines for commission membership, meetings, relationships, and operation are available in the Archdiocese of Milwaukee Parish Commissions & Committees Manual

**ADOPTED: 8/1/1984; REVISED 7/2/2020**

## SCHOOL PERSONNEL

Principal– Ms. Jennifer Crombie

**503 S. SPRING ST**

Phone: (920) 885-5558

Fax: (920) 885-7610

**Administrative Assistant Preschool - 3**  
**Administrative Assistant Grades 4-8**

**Mrs. Tina Ellefson**  
**Mrs. Margaret Scott**

**Faculty**

3 Day Pre School/Room #204  
4KAM/Room #206  
4KPM/Room #204  
Kindergarten/Room #203

Mrs. Darci Mosher  
Mrs. Andrea Rechek  
Mrs. Diana Skare  
Mrs. Tina Ellefson

Extend-A-Day-AM/Room #204  
Extend-A-Day-PM/Room#206  
Grade 1/Room #213  
Grade 2/Room #214  
Grade 3/Room #215  
Grade 4/Room #316  
Grade 5/Room #317  
Grade 6-8/Room #305  
Grade 6-8/Room #304  
Grade 6-8/Room #301  
Grade 7/Spanish 4-8/Room #311

Mrs. Kate Richard  
Mrs. Claudia Ramirez  
Miss Megan Meyer  
Ms. Madeline VerHage  
Mrs. Dona Turner  
Mrs. Leann Anderson  
Mrs. Jessica Kern  
Mrs. Susan Pokey  
Mrs. Margaret Scott  
Miss Lauren Crombie  
Mrs. Carolina Ganske

Physical Ed / Health/Room #302

Mrs. Lori Warmka

Library/Room #s 209, 318

Ms. Kimberly Lopas

Art/Room #312

Ms. Loreli Jenkins

Vocal Music, Chorus, &  
Music Enrichment/Room #121

Ms. Kathy Hoch

Instrumental Music

Ms. Kimberly Lopas

Before School Care/Room#207  
After School Care/Room#207

Mrs. Kate Richard  
Mrs. Claudia Ramirez

**Support Staff**

Classroom Aides

Mrs. Tricia Cargen  
Mrs. Cheryl Condon  
Mrs. Kristy Zydzik &  
Mrs. Claudia Ramirez  
Ms. Rita Nowak  
Ms. Margaret Sadoski

Teaching Assistant

Learning Resource

Various Volunteer Tutors

Learning Support Coordinator  
Room #306

Miss MacKenzie VerHage

Case Manager/Room #315

Miss Amber Heller

Tech Resource/Room #211

Mrs. Judy Wilson

Secretaries

Mrs. Patrice Schmitt  
Mrs. Rose Klavekoske

Food Service

Ms. Lisa Switzer  
(Head of Food Service)

Maintenance

Mr. Nathan Eggers  
(Head of Maintenance)  
Mr. Robert Beske  
Mr. Chuck Hermann

Playground  
Supervisors

Teachers &  
Staff

### PARISH OFFICE

408 South Spring Street

Phone: (920) 887-2082

Fax: (920) 885-7602

**Pastors**

Rev. Mike Erwin  
Rev. TBA

Director of Admin & Stewardship  
**Parish Secretary:**  
**Parish Bookkeeper**  
**Director of Evangelization/LLFF**  
**Youth/Young Adult Ministry**

Ms. Barbara Heinzen  
Ms. Marisol Zapata  
Mrs. Sarah O'Brien  
Mrs. Kristin Adsit  
Mr. John Pryme

**Hispanic Ministry**  
**Parish Musician**  
**Sacristan**  
**Scrip Coordinators**  
**Deacon**  
**Deacon**  
**Pastoral Care Coordinator**

Mrs. Rosalia Villalba-Osorio  
Mrs. Tanya Diggins  
Mrs. Coletta Cody  
Mrs. Allison Seufzer  
Deacon Ed Cody  
Deacon Randy Wells  
Mrs. Janice Tischler

# *Be the Light of Christ!*



2020-2021



## **MISSION**

St. Katharine Drexel School in partnership with St. Katharine Drexel Parish will nurture faith and provide quality education to the youth in the Beaver Dam area. We remain inspired by the Holy Spirit to reach out lovingly to others through example, service, and prayer. In this manner, we will continue our journey as intentional disciples to build God's kingdom.

## **VISION**

St. Katharine Drexel School, as an extension of St. Katharine Drexel Parish, is a child-centered, caring community. SKDS is dedicated to educating the whole child in the Catholic Christian tradition, offering a Christian message and a faith-filled environment to its school family through worship and service. We are called to teach as Jesus did, instructing the whole child: Spiritually, Emotionally, Intellectually, Physically, Socially, Environmentally, and Culturally.

## **PHILOSOPHY**

The St. Katharine Drexel School Family, with parents as the primary teachers, shares the joint responsibility of serving our school and others as well as building faith, knowledge and a cooperative spirit. All students, teachers, staff, parents and administration are vital to the educational program.

## **GOALS**

- We will dedicate ourselves to living virtue and support others in living virtue.
- When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.
- We will meet the needs of all students entrusted to our care through differentiated instruction including enrichment, assistance, assessment and accommodations.
- We will state objectives and goals so that students understand the purpose of individual lessons, how they achieve standards and are able to monitor personal progress.
- With our students, we will make SKDS a place of peace, reconciliation and welcome as we remain ever faithful to our mission, to teach as Jesus taught as we grow into intentional disciples.
- We remain committed to working in partnership with our families for the benefit of the children entrusted to our care.

# *Ser la luz de Cristo!*

## St. Katharine Drexel Parish – Mission/Vision/Action Statement

2017

### Mission:

1. Living out Corporal and Spiritual Works of Mercy,
2. Committed to individual and communal prayer,
3. Growing in knowledge and faith,
4. Communicating for unity.

Vision: Inspired by the Holy Spirit, we follow the footsteps of Jesus, through love for the Eucharist and outreach to those in need. As one Body of Christ, we are a diverse community journeying toward our common goal of the Kingdom of God.

**ST. KATHARINE DREXEL, OUR PATRON SAINT**, was born in Philadelphia, Pennsylvania, on November 26, 1858. Her father was a well-known banker and philanthropist. Her parents instilled in their three daughters the idea that wealth was simply loaned to them and was to be shared with others.

When the family took a trip to the Western part of the United States, Katharine saw the plight and destitution of the native Indian-Americans. This experience aroused her desire to do something specific to help alleviate their condition and began her lifelong personal and financial support of numerous missions and missionaries in the United States. The first school she established was St. Catherine Indian School in Santa Fe, New Mexico (1887).

Katharine eventually made the decision to give herself totally to God, along with her inheritance, through service to American Indians and African-Americans. On February 12, 1891, she professed her first vows as a religious, founding the Sisters of the Blessed Sacrament whose dedication would be to share the message of the Gospel and the life of the Eucharist among American Indians and African-Americans.

Katharine was a woman of intense prayer, and found in the Eucharist the source of her love for the poor and oppressed. She reached out to combat the effects of racism. She felt a compassionate urgency to help change racial attitudes in the United States. The need for quality education for people of color loomed before her.

Founding and staffing schools for both Native Americans and African-Americans throughout the country became a priority for Katharine and her congregation. During her lifetime, she opened, staffed and directly supported nearly 60 schools and missions, especially in the West and Southwest United States. Her crowning educational focus was the establishment in 1925 of Xavier University of Louisiana, the only predominantly African-American Catholic institution of higher learning in the United States. Religious education, social service, visiting in homes, in hospitals and in prisons were also included in the ministries of Katharine and the Sisters.

For the last 18 years of her life she was rendered almost completely immobile because of a serious illness. During these years she gave herself to a life of adoration and contemplation as she had desired from early childhood. She died on March 3, 1955.

Pope [John Paul II](#) canonized her as Saint Katharine Drexel on October 1, 2000.



### **Archdiocesan Policy**

SKDS is subject to and follows Archdiocesan Policy. Archdiocesan Policies are available through the Principal/Administrator's office.

### **ACCREDITATION OF CATHOLIC ELEMENTARY SCHOOLS (Policy 6181)**

In 1991, the Wisconsin Council of Religious and Independent Schools (WCRIS) formed the Wisconsin Religious and Independent Schools Accreditation (WRISA) as an independent accrediting association for all nonpublic schools in the State of Wisconsin for the express purpose of serving all religious and independent schools; validating their educational programs, quality, and unique mission.

The Wisconsin Religious and Independent Schools Accreditation is a state chapter of the National Federation of Nonpublic School State Accrediting Associations (NFSSAA) which is approved by the Office of Non-Public Education – Office of Innovation and Improvement, a department within the United States Department of Education and CASE (Council of the Advancement and Support of Education).

WRISA is recognized by the State of Wisconsin in Public Law 119.23(2)(a)7, the National Honor Society and the College Board. WRISA accreditation meets the criteria for educational institutions applying to the Wisconsin Health and Educational Facilities Authority (WHEFA).

In 2012, Loyola University, Chicago, and Boston College joined efforts to develop the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. At this time school representatives from each of the dioceses in the Province of Milwaukee chose to transform the documents of WRISA and align them to the national Catholic standards in the Wisconsin Catholic Schools Accreditation (WCSA). In doing this, the Catholic dioceses hope to ensure that there is Catholic Identity infused in all aspects of the Catholic school program while maintaining the high standards of excellence that the WRISA process expects.

### **PROFILE**

WRISA is composed of schools belonging to the following jurisdictions:

Catholic Archdiocese of Milwaukee  
Catholic Diocese of Green Bay  
Catholic Diocese of La Crosse  
Catholic Diocese of Madison  
Catholic Diocese of Superior  
Christian Schools International  
Wisconsin Evangelical Lutheran Synod  
and other faith based and independent schools located throughout the State of Wisconsin.

### **PURPOSE OF ACCREDITATION**

- To assure all school stakeholders that the school operations are fully connected to the school's mission and Catholic Identity.
- To recognize and affirm the excellent programs and unique qualities of the Catholic school.
- To affirm the contributions of the teachers, staff, administration and the entire Catholic community in the implementation of the school's mission and Catholic Identity.
- To demonstrate the high quality of the Catholic culture, the learning environment and educational program of the school.
- To provide accountability to the school's many and varied publics.
- To provide opportunities for professional growth for the Catholic community.
- To gather information to be used in creating a plan for future development.
- To identify strengths and weaknesses
- To strengthen the educational program
- To give future direction to the entire school program by providing a school improvement process that includes long range educational and financial plans.

### **ACCREDITATION PROCESS**

Accreditation is an annual process that has a seven-year cycle. Schools are accredited for one year. In order to maintain accreditation the school must submit an updated Accreditation Action Plan each year by October 1 to the (arch)diocesan office for Catholic Schools. The WRISA board meets in November to determine the accreditation status. Once WRISA has affirmed accreditation and the school has remitted its annual membership fee, it will receive documentation confirming its membership in WRISA.

The annual membership fee is found by completing the school's annual report packet on the WRISA website ([www.wrisa.net](http://www.wrisa.net)).

Once initially accredited, the first five years of the accreditation cycle require a school to annually assess and update the implementation of the school's Accreditation Action Plan.

## Completing the Self-study

In the sixth year of the school's accreditation cycle, the school must conduct a self-study, during which the school community takes an in-depth look at itself. This comprehensive study will require a maximum of one year to complete. The school community will study all aspects of the school to determine areas of strength and weakness. The self-study entails an examination of four domains, Mission and Catholic Identity, Governance and Leadership, Academic Excellence, and Operational Vitality, further defined by thirteen standards. The following steps outline the recommended self-study procedure:

1. Form a steering committee. There should be about six to ten individuals from the education committee, parish council, faculty, and/or school family on the committee. Individuals on this committee will be appropriately grouped to assess designated standards and identify supporting evidence. Committee members will be required to safeguard sensitive information and maintain confidentiality. Each member of the steering committee reviews all findings and recommendations for clarification prior to finalizing the self-study document.
2. Appoint a chairperson. Ideally, a chairperson for the committee is chosen to help collate findings and keep a timeline. It is strongly recommended that the chairperson is not a teacher or the principal. The chairperson's role, in collaboration with the administrator, is to ensure that staff are assigned to subcommittees, information is provided as requested by committee members, reports are completed in a timely fashion, and final copies are collected in a single document.
3. Establish a calendar. This should be developed early in the process. There should be a minimum of one meeting per month, either with the whole committee or subcommittees.

### Sample Calendar:

May-Aug.:	Select committee members and hold orientation meeting and inform staff and school community of the process
Aug.-Oct.:	Subcommittees meet to gather data Domain A: Mission & Catholic Identity is discussed in full committee meeting
Nov.-Dec.:	Subcommittees meet to gather data Domain B: Governance & Leadership is discussed in full committee meeting
Jan.-Feb.:	Subcommittees meet to gather data Domain C: Academic Excellence is discussed in full committee meeting
March-Apr.:	Subcommittees meet to gather data Domain D: Operational Vitality is discussed in full committee meeting
May	Review final document

4. Subcommittees work on assigned standards. Throughout the process, keep the following in mind:
  - a. The mission statement is key to the review of the school programs. It is important that the committee members are well aware of what the mission is.
  - b. School staff should be given time to work together on the self-study.
  - c. The self-study report is a professional quality document.
5. Conduct surveys.
6. Review final self-study report and submit it to the (arch)diocesan office for Catholic schools by the assigned due date. The (arch)diocesan office may ask for clarifications or recommend further study in any given area. Once the (arch)diocesan office approves the self-study report, the school should begin planning for the team visit during the next school year.

## Hosting a Team Visit

A team of five to seven professional educators visits the school for two to three days to conduct a comprehensive review that validates the findings of the self-study report and determines if the school has provided evidence that meets the WCSA standards and benchmarks. The team makes recommendations for school improvement and provides a copy of their report and those recommendations to the school.

## Developing an Accreditation Action Plan

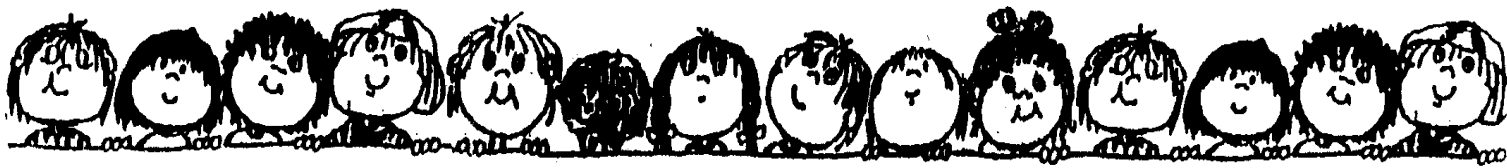
Upon receipt of the visiting team report, the school creates the Accreditation Action Plan using the WCSA template. This plan is the essential document that guides continuous school improvement and ongoing accreditation.

## Accreditation Approval

The school forwards copies of the visiting team report and Accreditation Action Plan to the (arch)diocesan office for Catholics schools. The (arch)diocesan office forwards a recommendation to the WRISA Board of Directors, which determines final accreditation status.

## Right To Amend

The Principal/Administrator is the final recourse and reserves the right to amend the Handbook. Parents/Guardians will be given prompt notice.



Children are Gifts from God

Our children are gifts from God,

given lovingly,

He entrusts them to our care

because He knows

we will let them play

in His sunshine,

help them learn

through His guidance,

and teach them faith in His love.

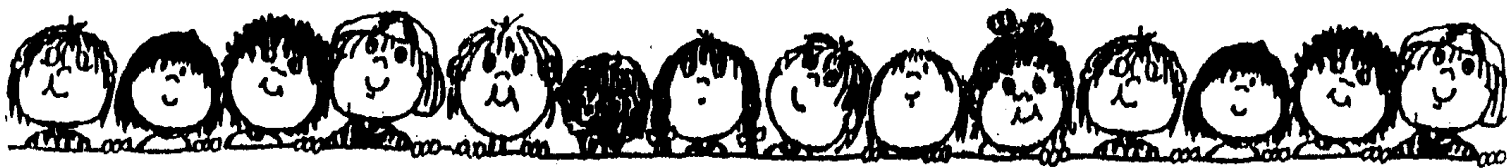
Our children are gifts from God,

given lovingly, because He knows

if we bring them up in His care,

they will always walk

in His blessed and wonderful ways.



### Philosophy

Each child is a unique individual, cherished by a loving God and blessed with individual gifts and talents. At SKDS we are thankful for each child and strive to instill in each one that s/he is special. We encourage the full development of each individual physically, mentally, emotionally, socially, and spiritually with the help of his/her parent/guardians, who are their primary teachers.

### Goals

Our goals are to help the child:

1. Develop positive self-concepts through increased awareness of his/her God-given characteristics and abilities;
2. Develop positive concepts about family, friends, church, and school;
3. Learn about a loving and caring God by discovering and appreciating the world around him/her;
4. Increase his/her awareness and appreciation of the five primary senses;
5. Develop Christian attitudes of sharing, taking turns, helping, listening, thanking, and celebrating; and
6. Progress in his/her development in the area of Fine Motor, Gross Motor, Language, Social, and Cognitive Skills.

### Emphasis

Songs	Playhouse
Finger-plays	Action Games
Role Play	Puppets
Prayer	Guest Speakers
Coloring	Take Home Activities
Creating	Musical Instruments
Play Dough	Gym Time
Field Trips	Stories
Celebration	Snacks
Puzzles	Painting
Blocks	Science Experiments
Games	

### CHOICE / WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)

The Choice programs in the state of Wisconsin allow eligible student to attend a participating private school. The private school, on behalf of the student's parent/guardian receives a state aid payment of each eligible student. Student eligibility is a combination of student residence, income and prior year attendance. Students must apply annually and provide documentation that they meet the residency requirements. SKDS joined the WPCP in the 2017/2018 school year.

- For complete information about the Choice Program go to: **Choice Homepage** - <https://dpi.wi.gov/sms/choice-programs>
- **To find out about the Educational Options available in the Choice Program go to:** **Notice for Educational Options** - <https://dpi.wi.gov/ed-options>

### CHOICE APPEALS PROCESS

For WPCP Schools, DPI conducts the random drawing. If a parent wishes to appeal the decision,

- That appeal must be made immediately after April 20
- But before April 25
- In writing (or email to the principal/administrator)
- To allow for final verification to DPI by May 1
- The parent will be notified by email of the final decision

### NON PROFIT STATUS

St. Katharine Drexel is a NON Profit organization. A copy of the letter from the Internal Revenue Service and the listing in the Official Catholic is located on our SKDS website by following the link below:

<https://uploads.weconnect.com/mce/2fdd02f8f1222ac5b66ec221c8ff66d62695b11c/Choice/2017-IRS-Determination-Letter.pdf>

## ADMISSIONS (5110)

An interview (prior to enrollment) with the Principal/Administrator is required.

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The parish/school respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

1. Families are admitted into the school community when, on the basis of a personal interview, the pastor/parish director/president or designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. The pastor/parish director/president is the final authority on the admission of a student into the school. This decision is not subject to appeal to the School Board or School Advisory Commission.

2. All students are on probation during the first calendar year of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Board or School Advisory Commission. Notification of the probationary period shall be placed in the student/parent handbook.

3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.

4. In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:

- To all children currently enrolled
- To children of families with siblings currently enrolled in school
- To children of parishioners (in case of a parish school)
- To children from other Catholic parishes
- To children of other religious affiliation

5. Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates. The applicable programs are:

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

6. In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families.

7. All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

**ADOPTED: 2/2/1976; REVISED: 7/2/2020**

Saint Katharine Drexel School offers a Pre School program for children of any faith.

The three-day session is for children who will be three years old by September 1 of the year enrolled.

**(See also Registration and Enrollment)**

### Three Day Registration

Registrations will be accepted from those interested in our program in the following manner:

**First:** Those who are currently enrolled at SKDS

**Second:** Those who are members of St. Katharine Drexel Parish and

**Third:** Open to the general public.

- All tuition must be up to date as arranged.
- All registrations will be marked with the date and time they are received in the school office. (See also Admissions)

### Registration Age

- Admission to the first grade requires a child to be six (6) years old on or before September 1 in the year s/he proposes to enter school.
- Admission to Kindergarten requires a child to be five (5) years old on or before September 1 in the year s/he proposes to enter school.
- Children entering the 4K program must be 4 years of age by September 1. Registration for the 4K program only takes place through the Beaver Dam Public School System.
- Children entering Three Year Old Pre School must be 3 years of age by September 1.

### Three Day Registration Fee

A registration fee of \$50.00 per child is required when the child is actively enrolled. This fee is not refundable if the child is withdrawn from the program. This fee is applied to your child's tuition.

### Three Day Enrollment Procedure

1. A registration/enrollment form must be completed and returned. (See also Registration)
2. An Emergency Information form must be completed. This contains names of persons authorized to call for the child and names for emergency medical care.
3. A completed Immunization Record must be signed and dated.
4. The Child's Health History Report must be completed by the parent/guardian.
5. The Physical Examination form must be completed by a physician dated no sooner than six months before the first day of school. The child must have one physical upon initial entrance into SKDS.
6. Choose a tuition payment plan. (See SKDS Tuition Policy)

### 4K Registration

1. Registration takes place through the Beaver Dam Public School.
2. Children must be four years of age by September 1.
3. A completed Immunization Record and an Emergency Information form must be signed and dated.
4. The Child's Health History Report must be completed by the parent/guardian.

### 4K Religion Fee

Part of the SKDS experience includes religion. Our program is 15 minutes longer to accommodate this instruction. The fee for the materials is \$50.00.

## ENROLLMENT TERMINATION

### Parent/Guardian Withdrawal

Once class sessions have begun, if you must withdraw your child, we ask for a notice of withdrawal thirty days prior to that withdrawal date – in writing.

### School Termination

There are times when the school must request termination. Parent/guardian will be notified in writing if a child is requested to be withdrawn from the program due to:

- a. Failure of parent/guardian to submit required forms,
- b. Inability of school to meet the individual child's needs. For instance, there are times due to family situations, the age of the children in class, the immaturity of a child or other special concerns that a child may be better suited for the two-day rather than the 4K program. At times, it may be recommended that a child wait another year before enrolling in Pre School.
- c. Failure of parent/guardian to pay tuition,
- d. Archdiocese of Milwaukee Probation Policy (5110) states that "all students are on probation during the first semester of their attendance at a Catholic School".

### TRANSFER OF CREDITS

When accepting a new enrollee, SKDS

- Reviews report cards,
- Meets with parents/guardians
- In the case of older students, the child as well,
- Reviews IEP's, if there is one, and
- Asks to speak with former teachers,
- Subject teachers will give an informal assessment, to determine how best to serve the student's individual needs.
- SKDS serves students preschool through 8<sup>th</sup> grade; and therefore, does not issue high school diplomas.

### Toilet (Potty) Training Policy

Successful independent toileting is a child's ability to lower his/her clothing/underpants, complete the act of urinating and/or defecating in the toilet, wiping him/herself, flushing the toilet, and redressing him/herself.

1. If a child has a urinating accident at school, we (teacher/aide) will assist the child with changing his/her clothes. A note will be sent home as well as verbal conversation with the family at the end of class.
2. If a child has soiled his/her pants/underclothing, then the school secretary will contact the family (or the family contact) and that individual will need to come to school to assist the child in changing the soiled clothing.
3. If toilet accidents continue on a regular basis, a conference will be scheduled. Children who have accidents will never be humiliated, punished or belittled. We want the toilet training process to be a happy and successful phase of your child's life.

### TUITION POLICY

**Billing and Payment Options:**

**Families may choose to pay their tuition bill in a variety of ways.**

- Pay in full on or before August 1.
- Two payments (August & December) due on the 1<sup>st</sup> of the month
- Quarterly payments ( August, November, February, May) due on the 1<sup>st</sup> of the month
- Ten monthly payments (August – May) due on the 1<sup>st</sup> of the month

Details on the various payment plan options are provided on the Tuition Contract.

#### **Late Entry / Early Withdrawal:**

Students who begin attendance at St. Katharine Drexel School within the first two weeks of classes will be billed the full annual tuition rate. After the second week of classes, late enrollees will be billed on a prorated basis. In instances of early withdrawal from SKDS, tuition is reimbursed in a prorated formula, for the period of the academic year starting the next full month after withdrawal. For example, if student/family withdraws on January 15<sup>th</sup>, reimbursement is prorated for the portion of the school year starting February 1.

#### **Family Accounts:**

St. Katharine Drexel School relies upon tuition collection to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. If family financial circumstances change to such a

degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the St. Katharine Drexel Director of Administrative Services (DAS) to make alternate payment arrangements. An alternate payment plan needs to be approved by the DAS, Finance Council and school principal.

When tuition payments are not made as scheduled, the following steps will be taken:

1. **30 days past due** – The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established. It is the responsibility of the family to contact the DAS to correct the situation or make an acceptable alternate plan for payment.
2. **60 days past due** – When the family account is 60 days beyond the scheduled payment due date under the agreement established, the following steps will be taken:
  - a. The family shall receive written notification that their account is past due, with a copy of this policy. If the family has not made a payment or contacted the DAS to make alternate payment arrangements, a \$25.00 late fee will be added to the family account balance.
3. **90 days past due** – When the family account is 90 days beyond the scheduled payment due date under the agreement established, the following steps will be taken, in addition to the above steps:
  - a. A \$25.00 late fee will be added to the family account balance.
  - b. Report cards will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
  - c. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

#### **Families with 8<sup>th</sup> Grade Students:**

All account billing and fees for 8<sup>th</sup> grade students must be paid by May 15th, or the family must have an alternate plan for payment approved by the DAS, Finance Council and school principal. Eighth grade students will not be permitted to receive grade transcripts or their diploma until the balance is paid in full or acceptable arrangements for payment are made.

#### **End of School Year Balances:**

All tuition bills must be paid by May 31, or the family must have an alternate plan for payment approved by the DAS, Finance Council and school principal. The following steps will be taken for families with unpaid balances that do not have an acceptable payment plan in place:

1. Family shall receive written notification that their account is past due, with a copy of this policy.
2. Report cards will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
3. Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.
4. Families not re-enrolling at St. Katharine Drexel School for the following year will have their delinquent balance turned over to a collection agency.
5. Delinquent tuition accounts are sent to collections by August 15.



**TUITION AND FEES FOR 2020 - 2021**

Three Day Preschool \$1500

Beaver Dam 4K (for 4 year olds) SKDS Site \$50

REGISTERED THROUGH THE BEAVER DAM UNIFIED SCHOOL DISTRICT  
\$50.00 Religion Fee. This is in addition to the Registration Fee Paid to the BDUSD.

Grades K-8	Parishioner	Non Parishioner	Parishioner 3% Discount	Non Parishioner 3% Discount
• One child family (K-8)	\$3298	\$4547	\$3199	\$4411
• Two child family (K-8)	\$5327	\$7457	\$5167	\$7233
• Three child family (K-8)	\$6425	\$8863	\$6232	\$8597
• Four child family (K-8)	\$7047	\$9507	\$6836	\$9222

<b>Extend-A-Day:</b> Runs opposite the class time for the 3K & 4K. \$14 per session. Hot lunch is an additional cost.	<b>Tuition Assistance 5K-8:</b> Follow policy and procedures outlined in Tuition Assistance Packet. Deadline for application: May 20, 2020
<b>School Choice:</b> Saint Katharine Drexel School participates in the Wisconsin School Choice Program. To be eligible families must have an income no more than 220 percent of the federal poverty level (\$56,650 for a family of four in 2019–20). Deadline for application: May 14, 2020	
<p><b>PLEASE NOTE:</b>  <b>Tuition Incentive:</b></p> <ul style="list-style-type: none"> <li><b>Family Referral:</b> Refer a family that registers and enrolls at SKDS for the 2020-21 school year and receive \$300 off your tuition bill! Discount is for one year, one per family. Family you referred:</li> </ul> <p><b>SCRIP Program:</b> The financial profit earned through the purchase of SCRIP during the fiscal year is divided into a 50/50 split: 50% of the profit goes to the school and the other 50% in profit is deducted from the family's tuition the following school year. Eighth grade students, with no returning siblings to Saint Katharine Drexel School, will have the balance of their SCRIP account applied to their tuition in April of their graduating year.</p> <p align="center"><i>All payments are to be made to St. Katharine Drexel School. All financial information is strictly confidential.</i></p>	

**CREDIT CARD PAYMENTS: SQUARE PROTOCOL**

**Purpose:** To be used when accepting donations or payments via credit card for items associated with SKD Parish and School (ex: BFOB, contributions, tuition, school fees, lunch, etc.).

**Are there fees?** Yes 2.75% is charged by the credit card company on all transactions.

**Who will pay the fees?** BFOB donation fees will be paid by the parish. All other transaction fees will be paid by the customer.

**How will the transactions be processed:** When a "Customer" wants to donate or pay for an item by credit card, s/he will pay the face value with his/her credit card using the Square. When the customer is required to pay the fee, the fee amount will be added as a tip so as not to increase the fee amount. Transactions are directly deposited into our Regular SKDP Checking Account. These funds will be transferred at a minimum one (1) time per month to keep all funds in order with our chart of accounts.

Example: Andrew Brown wants to donate to BFOB Fund Raiser \$5000	Example: Parent wants to pay full tuition of \$3119
Square transaction \$5000.00	Square transaction \$3119.00
Square 2.75% fee \$ 137.50 (subtracted from income)	Square 2.75% fee \$ 85.77 (added on as a tip)
Organization receives \$4862.50	Customer pays \$3204.77
Customer pays \$5000.00	Organization receives \$3119.00
Example: Andrew Brown wants pay church dues	Example: Parent wants to pay a week of Extend-A-Day
Square transaction \$200.00	Square transaction \$65.00
Square 2.75% fee \$ 5.50 (added on as a tip)	Square 2.75% fee \$ 1.79 (added on as a tip)
Customer pays \$205.50	Customer pays \$66.79
Organization receives \$200.00	Organization receives \$65.00

(Approval to use the Square by Finance Council on June 12, 2018)

## Program Description

### SCHOOL CALENDAR ( 6111)

Classes will begin as indicated on the SKDS annual school calendar. Holidays, vacations, days off are clearly designated.

Each school shall annually schedule at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Scheduled hours include a maximum of 30 minutes of recess and time for pupils to transfer between classes but do not include the lunch period. (Wis. § 120.12 (15))

These hours of direct pupil instruction must occur over a minimum of 177 days.

- If school is closed due to **inclement weather** or other emergency event, the day is not required to be made up as long as the total number of hours of direct pupil instruction meets the yearly hour minimum stated above.
- A school may schedule **early release or late start** days and the day would count toward the 177-day requirement. However, only the hours of direct pupil instruction count toward the yearly hours minimum. Any professional development or similar staff-only activity would not count toward the total number of hours.
- Parent-teacher and or parent-teacher-student **conferences** may not be counted toward the direct pupil instruction yearly hours minimum.
- A day devoted only to parent-teacher and/or parent-teacher-student conferences may not be counted toward the number of required student contact days.
- The direct pupil instruction yearly hours minimum applies to all students at all grade levels.

In the event of an emergency, a disaster, or extreme weather conditions, schools will follow the decisions of the local public school district with regard to closing school. The Catholic schools will remain open or will close with the public schools. The decision of the Superintendent of the public school district where the Catholic school is geographically located will be followed. If multiple public school districts overlap the geographical boundary of the Catholic school, one of the public school districts shall be designated as the public school district the Catholic school will follow. This designation must be published to parents. (Same language as used in 6114.5: Inclement Weather)

It is recommended that schools correlate their school calendar with that of the local public school. Where bus transportation, shared time programs, etc., are in existence, this is a necessity.

Dates of archdiocesan activities will be incorporated into each school's calendar. The Office for Schools will be notified of deviations from the school calendar.

If days need to be made up, this should be done either by shortening vacation periods or by prolonging the school year to complete the necessary days.

Neither administrators nor pastors have the prerogative to grant free days or suspend classes.

Local administrators should give appropriate attention to the observance of the Holy Days of Obligation, including celebration of Mass.

**ADOPTED: 3/11/1975; REVISED: 7/2/2020**

#### Three-Day Program

Our three-day Pre School program for three to four year old children is based on the theme "Thank you, God." The "Thank you, God" program focuses on God's creation and all for which we are thankful. The theme is designed to:

1. Help your children discover God's gifts and
2. Make them more aware of the world around them.

Young children enjoy feeling good about their environment and about themselves. Positive Christian attitudes of loving, sharing, helping, and caring are developed and emphasized throughout the year.

#### 4K Program

Our 4K program for four year old children is based on the theme "I Am Special." The "I Am Special" program is designed to:

1. Help young children discover their special qualities and
2. Follows well established Early Childhood education standards.

The primary focus of the program is one of helping children develop positive self-concepts through awareness that each one of them is special with unique gifts and talents. Their positive self-concepts are the foundation for developing attitudes of loving, sharing, and helping. A positive self-image helps the child form relationships with those around him/her.

### Student Evaluation

**3 Day Pre School:** A written evaluation is issued three times per year with conferences scheduled in the fall.

**4K:** A written evaluation is issued two times per year at semester. Conferences are scheduled for first and third quarters.

### Parent/Guardian Visitation

Parent/guardians are encouraged to visit the school to participate in their child's class. Any extended visit must be scheduled in advance to control the number of visitors at one time. Visitation will occur after the first six weeks or before the last three weeks of school. Initially children need to become comfortable with the Pre School routine and surroundings. During the last three weeks, testing and additional activities create a more demanding schedule. Parent/guardians, however, are welcome to stop in unannounced at any time during class for a brief visit. (See also Visitors/Campus Security)

### Location

Pre School/4K classes are held at 503 S. Spring Street.

### Class Times

#### **Three-day Session**

Monday, Wednesday & Friday

8:15AM – 11:00AM

#### **4K Sessions**

Monday through Friday

8:15AM – 11:00AM

OR

12:15PM – 3:00PM

Children will be released to authorized persons only. If a parent/guardian desires other arrangements, a note or telephone call is required. The child must be accompanied into the building no more than fifteen minutes before class sessions and must be picked up at the Pre School parking lot door (inner court) at dismissal.

### Arrival/Departure

Please refer to the Opening of School Plan.

We ask that your children arrive in time for class to begin at: **Preschool=8:15AM, 4K = 8:15AM or 12:15PM.** (Inner Court Door is staffed until 8:15 or 12:15; after those times use the Main Door off the school parking lot.) Children must be picked up at the close of each session. Schedule your individual arrival time five to ten (5 –10) minutes prior to class ending. Not arriving in time to pick up your child places a major inconvenience on the teacher. She may be preparing for the arrival of the next class or attending a meeting. Doors remain locked until 7:45AM

### PICK UP/DROP OFF OF STUDENTS

#### **BE CAREFUL.**

- Do not ask children to cross the street.
- Do not block driveways.
- Do not stop in the middle of the street.
- Do NOT drive through the parking lots from E. South Street to James Street.
  - The safety of your children (our students) is our priority!
- James Street is reserved for busses.
- Do not park on the school side of the street.
- The Parish Center parking lot and the church parking lot are available to you.
- **HANDICAP SPOTS are reserved specifically for those who need them.**

### APPOINTMENTS

Parent/guardians are urged to leave their children in school all day. SKDS discourages the scheduling of dentist/doctor appointments during school hours.

- If a child needs to be dismissed early, s/he will bring a note to the school office stating the time and reason for dismissal.
- All students leaving school during the day **MUST BE PICKED UP AND SIGNED OUT BY THE PARENT/GUARDIAN IN THE SCHOOL OFFICE.** To ensure the safety of the child, the parent/guardian is required to enter the school building to sign his/her child out. The child will not be permitted to meet the parent at the vehicle.
- Parents/guardians are not permitted to go to the classroom, lunchroom or playground at any time during the school day to retrieve students.

### PARKING

When school events take place, SKDS families need to take special precautions regarding parking. Parking space is available on E. South Street (upper and lower lots) near the church. Parking space is available at the Parish Center at the corner of Spring and Mill Street. **SIGNS INDICATING HANDICAPPED PARKING ARE SPECIFICALLY INTENDED FOR THAT PURPOSE. PLEASE HONOR THEM. SOME DAY YOU MAY BE THE ONE IN NEED. THINK ABOUT THAT BEFORE PARKING ILLEGALLY.**

### TRANSPORTATION CHANGES

Parent/guardian should inform a child's teacher of regular car pools, Pre School arrangements, or Kindergarten arrangements that need to be changed or modified. **Please send a note to school when there is any change in regular transportation. Verbal instructions from children cannot be accepted.**

### ABSENCE

When a child is absent, the teacher must be notified by a telephone call to the school office (885-5558).

Do not send your child to class if you suspect an illness. The teacher will be alert to symptoms of illness throughout the session. You will be contacted if your child becomes ill while at school. S/he will be isolated from the others, but within sight and hearing of school staff, until an authorized person comes for him/her. Your family physician will be called for serious injuries and only if parent/guardians or the designated guardian can't be reached by phone. Superficial wounds will be cleansed only with soap and water and protected with band-aids.

### PHYSICAL

Children must have a complete physical dated no sooner than six months before the first day of school. One physical upon initial entrance into SKDS is required.

### FIELD TRIP PROCEDURES/GUEST SPEAKERS/COMMUNITY SERVICE (6153)

Each year proposed field trips are taken and guest speakers are invited to classes. These experiences provide an extension of the classroom in a practical setting. Properly planned field trips, community service, and guest speakers are an integral part of our program of classroom instruction. Field trips, community service, and speakers using the above criteria are encouraged. Families are encouraged to read the information sent home *which explains how the trip, service, or speaker relates to the curriculum*. *The school may not authorize any field trip that is strictly recreational in nature*. The purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students.

The principal must approve the planning of the field trip and reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A class **IS NOT** guaranteed a designated trip at any student grade level. A field trip is a privilege and will be treated as such. Students may be denied this privilege dependent upon behavior.

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

The administration may place restrictions upon a student's participation in such programs. The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

1. Name, location and date(s) of the event.
2. Cost to the student.
3. Mode of transportation to be used
4. Name of supervisor overseeing the activity.
5. Parents' responsibility.

Field Trips begin and end with the regular school day and should not interfere with regularly scheduled transportation. Students are not allowed to leave the field trip unless signed out and removed by a parent. Students who do not participate in a field trip per parent request, will be assigned an appropriate educational experience/activity.

No student may participate unless a signed parent permission slip for the specific event is on file with the principal. **NO SLIP! NO GO!**

In the event that the field trip is cancelled for any reason, all funds raised are the parish/school's and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

**PLEASE NOTE:** Administration of medication to a student while on a field trip must be done by a trained staff member or the student's parent.

**Chaperones:** In addition to teachers who accompany students on all field trips and assume responsibility for student safety and behavior,

1. Must be 21 years of age or older;
2. Assigned, 1 adult to every 10-15 students, depending on need; and
3. Have completed Safeguarding Training and fulfilled all the accompanying requirements.
4. While on a field trip, chaperones and students will not take photos of students, other than their own child, or post any photos of children other than their own, on social media. We need to protect the privacy of all students; some families do not wish to have their children's photos published therefore we are taking extra precautions. Once a photo is published, it is neither private nor temporary. The teacher(s) responsible for the field trip may take photos which can be shared with families at a later date. (Revised 7/2019)

**Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be followed:**

**Private Vehicle Transportation:**

1. The driver must be 23 years of age or older, unless 21-22 and approved by Catholic Mutual Group.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must have a valid state inspection sticker, if required.
5. Personal vehicles **MUST BE INSURED** for the following minimum limits: \$100,000 person and \$300,000 per accident.
6. A privately owned 10-15 passenger van may not be used to transport school-aged children on field trips.
7. All driver licenses must be provided to Catholic Mutual to check driver abstract with the DMV.

**For any vehicle used for parish/school business, the following must be verified;**

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to safely drive the vehicle.
3. The parish or school will submit the name and driver license number of any driver to Catholic Mutual Group. Catholic Mutual will check the driving record through the state and communicate the results to the parish. **THE EMPLOYEE/VOLUNTEER DRIVER INFORMATION SHEET** will be completed for each drive and kept in parish/school files. This is especially important for anyone transporting youth.
4. Drivers must complete the on-line video, "**BE SMART – DRIVE SAFE**" found on Catholic Mutual's home page at [www.catholicmutual.org](http://www.catholicmutual.org).
5. A leased or rented 10-15 passenger van **MAY NOT BE USED** to transport school-aged children on field trips.

Drivers must complete the **VOLUNTEER DRIVER INFORMATION SHEET - FORM 6153 (C)** and submit it to the principal. If the same autos are used in one or more events prior to the auto insurance expiration date on the sheet, a new sheet will only be required if a change occurs in information provided. A new sheet will be required at the policy expiration date.

Parishes/Schools should complete the Request for Driver's Record Check Form 6153 (e) and submit it to Catholic Mutual Group for frequent drivers and any drivers on extended and overnight trips. Catholic Mutual will obtain the driver record from the Wisconsin Department of Motor Vehicles and make a determination on acceptable drivers.

While this field trip policy is tailored expressly and particularly, both grade and high schools, the content of the policy is used for all Archdiocesan field trips, athletic events and other sanctioned activities where private transportation is used.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) to fifteen (15) students is required.

Both the Parent Permission Form and Volunteer Driver Information Sheet should be kept on file for three years after date of event.

Parent/guardian Volunteers often accompany students and teachers on field trips to help chaperone the students. Since the safety and security of our students is of primary concern, children who are not of school age or part of the class taking the field trip **MAY NOT** accompany a parent/guardian chaperone. A chaperone's undivided attention must be for the students being watched and not for his/her other children. At least one adult is required for every ten (10) students. The total number of chaperones is based on the needs of the field trip and the class pursuant to the above requirement. Permission slips with emergency numbers and information are carried with the teacher during the field trip.

**Bus transportation will be provided.**

Currently, St. Katharine Drexel School does not take extended Field Trips with its students. **6161.2**

## ANIMALS

### In the Classroom (5140.5)

We recognized the educational and therapeutic value of animals in the school setting. However, the presence of animals in the classroom is limited. Conditions must be maintained to insure the safety and well being of students, staff, and the animals.

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

- Live animals may be brought into the classroom only as part of the written curricula and with prior approval of the school principal.
- There will be a clear instructional or therapeutic purpose for keeping an animal in the classroom (ex. Read Dogs),
- School administrator will inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds and stray animals apply. (In most instances, these will not be permitted.)
- In general, animals must be handled according to the recommendation of the Wisconsin Humane Society and the Wisconsin Division of Health.

### SERVICE ANIMALS (5140.5.1)

The Americans with Disabilities Act definition: **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

[https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

The Wisconsin Legislative Council definition:

- A service animal is individually trained to do work or perform tasks for the person with a disability.
  
- An emotional support animal is not trained to do work or perform tasks, but provides emotional support, comfort, or companionship for the person with a disability.
  
- Types of Animals
- Under the ADA, a qualifying service animal may be a dog, or, in more limited cases, a miniature horse.
- Under state law, a qualifying service animal may be any animal, if it is individually trained to do work or perform tasks for the benefit of a person with a disability. Therefore, for purposes of access to an establishment, a service animal may be a dog or any other animal. This means that a person with a disability is not limited to a trained dog or horse.

Service animals are not considered pets, classroom animals, or curriculum aids. Other animals, whether wild or domestic, that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals and are not allowed.

**ADOPTED: 7/15/2019; REVISED: 7/16/2020**

## SHOW AND TELL

A child's personal toys do not belong in school. Occasionally, students will be given special permission to bring show and tell items; toys may be brought for this purpose only.

## CHILD CUSTODY (5124.2)

Annually, parent/guardians need to fill out the child custody arrangement sheet supplied by SKDS. A copy of the court decree must be attached. These records will be kept in a confidential file for the protection of your child. However, SKDS will not be responsible for failing to honor arrangements that have not been made known. (Form enclosed)

"If a court has issued an order affecting the physical placement of a child pursuant to Wis. Statute 767.24 (or a comparable statute of another state), copies of the student progress report (report card) shall be issued to both parent/guardians in conformity with Wis. Statute 118.125 (2) (a) unless one parent/guardian has been denied periods of physical placement with the child by court under Wis. Statute 767.24 (4), in which case no student information will be provided to the parent/guardian who has been denied periods of physical placement, in conformity with Wis. Statute 118.125 (2) (m).

## CHILD SAFETY RESTRAINT LAWS

In February 2006 the Assembly Bill known as the 2005 Wisconsin Act 106 was passed modifying child safety restraint laws in the State.

Act 106 creates a tiered structure of restraint requirements for transporting children under the age of 8 in motor vehicle according to size and weight. The structure is as follows:

Under the Act, a child who is:

1. Less than one year old or who weighs less than 20 pounds must be "properly restrained" (defined in the Act) in a rear-facing child safety seat in the back seat of the vehicle if the vehicle is equipped with a back seat.
2. At least one year old and weighs at least 20 pounds but is less than four years old or weighs less than 40 pounds must be properly restrained in a forward-facing child safety seat in the back seat of the vehicle if the vehicle is equipped with a back seat.
3. At least four years old but less than eight years old, weighs at least 40 but not more than 80 pounds, and is not more than 57 inches (4'9") tall must be properly restrained in a "child booster seat" (defined in the Act).
4. Under the age of eight and exceeds the weight or height limits specified in item 3, above, must be properly restrained by a seat belt.

The Act prohibits a person from transporting a child under the age of 8 in a motor vehicle unless (1) child is restrained as described above, and (2) the restraint system meets the standards established by the Department of Transportation and is appropriate to the child's age and size.

Archdiocese of Milwaukee  
Policy adopted: 4-14-87  
4/2/1990  
5/4/2004

## CAMPUS SECURITY/SCHOOL VISITORS (3517.1)

The security system at SKDS helps ensure the safety of our students and faculty/staff. We will adhere to the following practices.

- Students enter using Main Door off the school parking lot
  - Gym Lobby Doors will remain locked
- Inner Court Doors Monitored
  - AM: Personnel remain at door from 7:45-8:15AM
  - PM: Personnel remain at door from 11:55AM-12:15PM
  - There is a clock in the Inner Court entrance. That is the time that will be honored.
- Upper Inner Stairwell Doors Locked until 8AM
- Parents of our youngest students may still take their children to their classrooms

**All sales reps, all parents, all visitors** are required to enter the building through the Main Door off the school parking lot during the school day.

1. The designated entrance is the main door off Spring Street.
2. **All doors including classroom doors will remain locked during the day.**
3. **ALL** visitors must report to the office to sign in and sign out.
4. when visitors are buzzed in, they will be asked who they are prior to entering and/or physically identified before being permitted to enter.
5. All visitors will be required to sign in and sign out, returning the visitor badge upon leaving.
6. **Visitors will be escorted to their destination or the person with whom they are meeting will come to the office to meet them.**
7. Students and Staff **WILL NOT OPEN** doors for any person.
8. All visitors must enter through the Main Door off the school parking lot.
9. Incidents of illegal entry, theft of property, vandalism, or damage to property will be reported to the school/parish administration and law enforcement officials as soon as discovered. A written report of the incident will be filed with the office within 24 hours of the discovery.
10. Unauthorized vehicles will be reported to law enforcement officials.
11. Every staff member will be issued a photo ID.

### SCHOOLS AS WEAPONS FREE ZONES (6114.6)

SKDS is a weapons free zone in protection of the safety of students, staff and visitors and in accordance with Wisconsin State Statutes. (Signs are posted on the school doors.)

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles or at any school related events. 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. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parent/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

### SMOKE FREE CAMPUS

St. Katharine Drexel provides a smoke-free environment for all its employees, parishioners, volunteers, and students. Smoking is prohibited throughout all parish facilities. Smoking is not allowed near the entrances of any buildings.

### PHYSICAL HEALTH OF STUDENT: ILLNESS & INJURY

St. Katharine Drexel School has established the following policies and procedures for illness and injuries.

#### **ILLNESS**

If a student becomes ill within the classroom, the teacher will take/or send the student to the office. The Office Administrative Assistant will take the child's temperature. If the child has an elevated temperature, the child will remain in the sick room in the office area. Parents/guardians will be notified to come to school to pick up their child.

If the student does not have an elevated temperature, the child will lay on the sick bed in office area. After 5 minutes, the Office Administrative Assistant will see if the child is ready to return to the classroom. If the child is still feeling ill, parents/guardians will be notified to come to school to pick up their child.

No child will be left unattended during the lunch or recess periods. The child will return to the classroom with the teacher or remain in the office area until parents have come to school to pick up their child.

#### **INJURY**

A Safety Drill is introduced at the beginning of each new school year. This drill occurs on the playground and goes into effect when the teacher or playground supervisor needs to attend to an injury on the playground. When the teacher or playground supervisor blows her/his whistle, **all students stop playing and immediately sit down.** This safety procedure ensures that all children will be safe while the teacher/or supervisor attends to the injured child. This drill is practiced several times during the month of September and is reviewed throughout the school year.

Teacher/Playground Supervisor assesses the child's injury and escorts the child to the office or into the school to locate the child's classroom teacher to help with the injury. Teacher/Playground Supervisor returns to the playground.

Each Teacher/Playground supervisor will carry a Safety Kit while on duty. The kit contains band-aids, Kleenex, protective gloves.

**Head Injury:** Child is taken to the office. Extent of injury is determined and ice pack may be applied. Parent is notified and Head Injury Form is filled out.

**Scrapes on knees, elbow, superficial injury, etc.:** Child is instructed to go into school building to wash off area with soap and water. Teacher/Supervisor can apply a Band-Aid. First aid materials (bandages, tape, and band-aids) are kept in the office.

**Nose Bleed:** Teacher/Playground supervisor will open safety kit and instruct child to hold Kleenex on nose. Child is then escorted into school building to find the Office Administrative Assistant or homeroom teacher for assistance. Child will remain seated in upright position until bleeding has stopped. Parents/guardians are notified of incident.

**Hospital:** In case of an accident or injury requiring medical assistance, the child will be transported by ambulance, with an adult, to Beaver Dam Community Hospital emergency room.

**Communicable Disease:** Parent/guardians of enrolled children shall be notified when their child has been exposed to a communicable disease, which has been diagnosed, when their child has been injured during class, or if the child had symptoms of illness during class. An Emergency Information form is included in the back of this Handbook. Complete and return to school immediately.



## HEALTH INFORMATION / MEDICATION POLICY (5141.5)

It is important that parent/guardians provide the school with current, up-to-date health information. This information should include, yet not be limited to, special health needs, an emergency contact person, and administration of a prescription medicine.

When parent/guardians request school authorities to supervise taking of medication by students, this service may be offered with appropriate precautions. In all instances where medication is administered under this policy, the practitioner (licensed in Wisconsin as physician, dentist, or podiatrist) prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. \*In order to ensure that the practitioner retains the power in this service, **no PRESCRIPTION** medication shall be given to a student by any employee of the School unless the Medication/Consent/Physician Order for medication is filled out by the physician and parent/guardian, and is delivered to the Principal/Administrator who authorizes administration of the medication according to the following:

**PRESCRIPTION MEDICATION** must be sent to the school

1. in a pharmacy-labeled container,
2. with the student's full name,
3. the name of prescriber and phone number,
4. the name of prescription medication,
5. the dose,
6. the effective date, and
7. the directions for administration.
8. The prescription medication must be supplied by a parent or guardian.

**NON PRESCRIPTION MEDICATION** may be given **ONLY** if the parent/guardian has completely filled out the required form and the following conditions are met:

**NONPRESCRIPTION MEDICATION** must be sent to school

1. in the original manufacturer's packaging,
2. with a list of active ingredients, and
3. with the recommended therapeutic dosage.
4. The over-the-counter medication must be supplied by the parent or guardian.
5. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider AND parent or guardian.

The designated school personnel shall maintain an accurate and confidential medications file including all of these necessary forms and records of doses given each student receiving medication,

- No employee except a health care professional may be required to administer a drug or prescription drug to a pupil by means other than ingestion.

School personnel are asked to report any unusual behavior of pupils on medication to the Principal/Administrator, who will inform the prescribing practitioner.

Authorized school personnel may give medication to the child at the time designated. Normally, it is the responsibility of the student, not school personnel, to get his/her medication at the designated time.

No more than one month's supply of any medicine is to be kept at school.

All medication administered at school by school personnel will be kept in a locked cubicle, drawer, or other safe place.

Under no circumstances should school personnel provide aspirin or any other non-prescribed medicine to students without meeting all the criteria above. Diagnosis and treatment of illness and the prescription of drugs are not school responsibilities and should not be undertaken by any school personnel.

All medication consent forms including the Inhaler release form MUST be updated annually at the onset of a new school year.

A Medication Consent Form and Inhaler Release Form are included in the back of the handbook in case you need them at some point during the school year. Additional forms are available through the school office; they are also on our SKDS website <http://www.skds.org/important-forms>

*Medication will be taken by the child at the designated time administered by school personnel who have been identified and trained. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school **ONLY** under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of*

Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

### INHALERS

Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K-12 may self-administer certain emergency prescription medications, such as inhalers and glucagons, while at school **only under the supervision of school staff**. A student who carries an inhaler on his/her person will need to have an **Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, Principal/Administrator, and homeroom teacher (Refer to important forms on our SKDS website <http://www.skds.org/important-forms> - If you need paper copies, contact the school office.)** The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

### SANITATION

Staff and children shall wash their hands before handling food for snacks and after toileting themselves. Dress up clothes, stuffed animals, etc. are washed 2-3 times per year. Toys are bleached 2-3 times per year by the staff.

### COMMUNICABLE DISEASE REFERENCE FOR SCHOOLS

NOTE: The following information is from the Dodge County Health Nurses - Juneau, WI 53039.

<u>DISEASE</u>	<u>SYMPTOMS</u>	<u>INFORMATION</u>
<b>1. LICE (Pediculosis)</b>		
Louse lives off human body only a short time. Nits (eggs) hatch in 7-10 days. Lice do not live on animals.	Itching, louse is visible. Nits cling to hair.	Shampoo with special shampoo; over the counter or prescription. Shampoo all household members same day. Wash all bedding and clothes in hot water and dry in dryer. May put articles into plastic bags and seal them for 35 days.
CHILD DOES NOT NEED TO BE SENT HOME EARLY. NOTIFY FAMILY. CHILD MAY RETURN TO SCHOOL THE <u>DAY AFTER TREATMENT</u> . PARENT/GUARDIAN TO SEND NOTE TO TEACHER WITH DIAGNOSIS AND TREATMENT.		
<b>SKIN DISEASES</b>		
<b>2. SCABIES (a mite)</b>		
Incubation: 4-6 weeks first exposure, 1-4 days if previously infected. Spread by skin contact.	Itching of skin, papules or tiny lines, often in folds between fingers, wrists, elbows, and belt-line.	M.D. diagnosis with scraping and view with microscope. Prescription KWELL lotion on entire body for 12 hours then shower. Wash all bedding and clothes in hot water and dryer. Treat all close contacts.
CHILD MAY RETURN THE <u>DAY AFTER TREATMENT</u> . ITCHING MAY PERSIST FOR 1-2 WEEKS. PARENT/GUARDIAN SEND NOTE TO TEACHER WITH DIAGNOSIS AND TREATMENT.		
<b>3. RINGWORM (fungus)</b>		
Incubation: variable 1-3 weeks. Spread by direct or contaminated articles.	Scalp: Patches of baldness. Skin: Flat inflamed ring like scores.	Good hygiene. Check human contacts, pets, and farm animals – treat if necessary. Oral medication by prescription.
CHILD MAY RETURN ONLY WHEN M.D. HAS GIVEN CHILD A NOTE STATING NO LONGER COMMUNICABLE. ANY <u>OPEN AREAS MUST BE COVERED WITH DRESSINGS WHILE IN SCHOOL</u> .		
<b>4. IMPETIGO</b>		
Incubation: variable 2-5 days.	Small lesions, which later become crusted and contain pus often on face and nose.	Must see M.D. for diagnosis and medication. Caused by streptococcal infection.
CHILD MAY RETURN TO SCHOOL <u>AFTER BEING ON ANTIBIOTIC TREATMENT FOR 24 HOURS</u> .		
<b>5. FIFTH DISEASE (Viral) - Erythema Infectiosum</b>		
Do not send home. Low level of communicability. No treatment.	Redness of cheeks-like slapped. NO FEVER. Rash over body may come and go. Gets worse by heat and sun.	If fever is present - check for streptococcal infection.

<b>EYE DISEASES</b>		
<b>6. PINK EYE (Conjunctivitis)</b>		
Incubation period: 24-72 Hrs. May spread by hand to eye contact.	Redness of the white of the eye.	May be viral or bacterial. M.D. to diagnose and treat. (May be allergy)
SEND CHILD HOME AND HAVE PARENT/GUARDIAN TAKE TO M.D. FOR DIAGNOSIS. PARENT/GUARDIAN TO INFORM TEACHER REGARDING OUTCOME.		
<b>DIARRHEA CAUSING ORGANISMS</b>		
<b>7. DIARRHEA</b>		
is a clinical syndrome caused by bacteria, viruses, or parasitic agents. "Flu" (viral) diarrhea should subside in a day or two.		
PERSISTENT DIARRHEA SHOULD BE DIAGNOSED BY STOOL CULTURES AND SYMPTOMATIC STUDENTS AND/OR PERSONS SHOULD NOT RETURN TO SCHOOL WITHOUT THE APPROVAL OF M.D. OR PUBLIC HEALTH NURSE.		
<b>OTHER CHILDHOOD DISEASES</b>		
<b>8. CHICKENPOX ** (see end of listing)</b>		
Incubation Period: 2-3 weeks.	Sudden onset, slight fever. Crops of lesions first on scalp then on face and body.	Mild disease in children. More severe in adults and those with immune deficit conditions.
CHILD SHOULD REMAIN HOME UNTIL ALL LESIONS ARE HEALED. USUALLY 7-10 DAYS. <b>Vaccination required as of 2001</b>		
<b>9. MEASLES (Red or Hard) rubeola *(see end of listing)</b>		
Incubation Period: 8-13 days.	High fever (101 or more), cough, runny nose, redness of eyes. Blotchy rash.	Highly contagious. Serious, Serious complications possible.
<b>10. GERMAN MEASLES rubella *(see end of listing)</b>		
Incubation Period: 16-21 days.	Mild symptoms: slight fever, Mild symptoms: slight fever, nodes in neck.	Highly contagious. In pregnancy, can cause fetal damage.
<b>11. MUMPS *(see end of listing)</b>		
Incubation Period: 12-36 days.	Fever. Pain and swelling of one or more salivary glands.	Contagious early. Complications possible in adults.
<b>12. WHOOPING COUGH (Pertussia) *(see end of listing)</b>		
Incubation Period: 5-10 days.	Begins with upper respiratory symptoms. Spasms of coughing accompanied by vomiting.	Most dangerous to Pre School children. Vaccine for age 2 months to 6 years.
<b>13. INFLUENZA</b>		
Incubation Period: 24-72 hours.	Abrupt onset of fever, chills, headache, aching, cough.	Most dangerous to elderly and those with chronic diseases. Vaccine available for above clients.
USUALLY SELF-LIMITED DISEASE WITH RECOVERY IN 2 TO 7 DAYS.		
<b>14. MENINGITIS (Meningococcal)</b>		
Incubation Period: 2-10 days.	Sudden onset. Severe headache, nausea, stiff neck.	Most dangerous to Pre School children. Vaccine available for children 2-5 years of age.
PENICILLIN OR SULFADIAZINE TREATMENT. NOT COMMUNICABLE AFTER 24 HOURS OF MEDICATION.		
<b>INFECTIONS OF THE NOSE, THROAT, AND/OR LUNGS</b>		
<b>15. UPPER RESPIRATORY INFECTION (Common Cold)</b>		
Incubation Period: 12-72 hours	Sneezing, runny nose, chills lethargy; fever uncommon.	Caused by viruses. Symptomatic treatment and rest. Communicable for 5 days after onset.

16. STREPTOCOCCAL INFECTION OF THROAT		
Incubation Period: 1-3 days.	Fever, sore throat, swollen glands.	Caused by Group A Streptococci. See M.D. for diagnosis and medication. (10 days treatment needed.)
NO LONGER COMMUNICABLE AFTER 24 HOURS ON MEDICATION. BE SURE TO TAKE THE MEDICATION FOR THE <u>FULL 10 DAYS</u> . <u>INCOMPLETE TREATMENT MAY LEAD TO RHEUMATIC FEVER OR ACUTE KIDNEY INFECTION.</u>		
NOTE: <u>SCARLET FEVER</u> is a form of streptococcal disease which includes a skin rash as well as the above symptoms of strep throat. During convalescence, the fingers, toes, palms and/or soles of feet may peel.		
HANDLING OF BODILY FLUIDS - RELEVANT TO A.I.D.S. AND HEPATITIS B		
Because two very serious diseases are spread by blood and other bodily fluids, a school policy should be in place whereby all such fluids are handled only with rubber gloves and disposed of with paper towels and placed in plastic bags. This includes blood, vomitus, urine and feces. Follow wipe up with thorough use of soap and water. With gloves still on, wash area again with chlorine solution: (1 part chlorine to 9 parts water). Remove gloves and wash hands in soap and water thoroughly.		
* Wisconsin State Law requires immunization against this disease or a signed waiver. <u>CALL PUBLIC HEALTH IMMEDIATELY</u> if you suspect this disease. A public health nurse will help facilitate a positive diagnosis and appropriate follow-up.		
** Call Public Health agency on a weekly basis if there are children with the diagnosis of Chickenpox in the school. It is a disease that the state wants statistics for.		

#### WHEN TO KEEP A CHILD HOME FROM SCHOOL

**Temperature:** The oral temperature should be below 100°F for 24 hours without the assistance of Tylenol or aspirin before returning to school. (*Parents are cautioned against giving aspirin to children and teenagers with fevers due to possible Reye Syndrome.*) If your child has a temperature of 100°F or greater, this indicates an infection of some nature. If the child develops a fever in school, parents will be contacted and asked to take the child home.

**Colds/Cough:** A runny nose is the way many children respond to pollen, dust, or simply a change in seasons. Many runny noses are caused by allergies and allergies are not contagious so the child does not need to stay home. If the child has a moderate or severe cough or symptoms that make him/her moderately uncomfortable, keep him/her at home to provide extra rest, and push fluids. Seek medical advice if the child has severe difficulty breathing or is becoming dehydrated.

**Headaches:** Children are encouraged to remain in school with headaches unless it interferes with learning. Keep a log of when headaches occur, and what relieves them. Over the counter pain medication is only given at school if a medication consent is signed by the parent and parent provides medication. See requirements for distribution of medication.

**Abdominal Pain/Nausea:** Students are encouraged to remain in school unless pain is accompanied by fever, vomiting, or diarrhea. Abdominal pain and/or headaches, can be experienced by children who are anxious or feel stress. It is more helpful to the student if we can help him/her find the source of the anxiety and deal with that rather than stay home. If the child has no other symptoms and eats breakfast without any problems, s/he can be sent to school. Please make sure the school knows how to reach you or another responsible adult during the day in case diarrhea and/or vomiting occurs or pain increases and the child needs immediate attention.

**Chickenpox:** This viral disease is not life-threatening, but is very uncomfortable and contagious. If the child has a fever, is itching, and begins to sprout pink or red spots (with watery centers) on the back, chest, and/or face, the chances are good it is chickenpox. Keep the child home until all lesions are dry and crusted over.

**Ear Infections:** These can be contagious and unless properly treated can cause permanent hearing damage. Keep the child home and seek medical attention if the child is moderately uncomfortable, pain has lasted more than 5 days, or drainage is present from ear.

**Sore Throat:** Strep throat is a highly contagious condition caused by a bacterial infection. Usually it is accompanied by a fever. A child with strep throat needs to be kept home, medically evaluated and treated with antibiotics. A child with strep throat may return to school after being on antibiotics for 24 hours as long as s/he is feeling well enough. Seek medical advice for any sore throat accompanied by fever, pus in back of throat, or rash.

**Rash/Sores:** Our skin is a very sensitive organ and is often the first to indicate something is going on in our body. Therefore, children may develop rashes for all sorts of reasons. Do not send the child to school if rash is accompanied by fever or is spreading. Seek medical advice if your child develops a rash with open sores or blisters, has severe itching, or is unrelieved by home treatments.

## WELLNESS 5140.4

### Policy Preamble

According to the Local School Wellness Policy Implementation rule under the Healthy, Hunger-Free Kids Act of 2010, St. Katharine Drexel School (here to referred to as SKDS), establishes the following policy for implementation no later than 08/28/2019.

### Policy Leadership

To assist in the creation of a healthy school environment, St. Katharine Drexel School shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than one time during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.

SKDS shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the wellness policy. Stakeholders may include:

- Administrator
- Classroom Teacher
- Physical Education Teacher
- School Food Service Representative
- School Counselor
- School Committee Member
- Student Reps (Builders Club)

### Nutrition Standards for All Foods

SKDS is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

### Standards and Guidelines for School Meals

SKDS is committed to ensuring that:

- All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 ([www.fns.usda.gov/school-meals/nutrition-standards-school-meals](http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals)).
- All meals are accessible to all students.
- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes.
- When drinking fountains are not present in the cafeteria, water cups/jugs are available.
- Students are provided at least 20 minutes to eat lunch.
- All school campuses are "closed" meaning that students are not permitted to leave the school grounds during the school day.
- Lunch shall be served between 11AM -12PM.
- Menus shall be posted on the SKDS website. Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

In addition, SKDS's nutrition services shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals.

### Foods and Beverages Sold Outside of the School Meals Program

- All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. shall be sold to students during the school day regardless of their compliance with the USDA Smart Snacks standards.
- The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.
- Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

### **Marketing**

Schools 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. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

### **Foods Provided but Not Sold**

SKDS encourages foods offered on the school campus 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.

### **Nutrition Education**

Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors. Nutrition education shall be offered in the cafeteria as well as the classroom, with coordination between the foodservice staff and teachers.

### **Nutrition Promotion**

School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.

### **Physical Activity**

- Elementary schools shall offer at least recess on all or most days during the school year (early dismissal/late arrival days are exempt).
  - Primary Recess: Two 15 minute recesses and 25 minutes at lunch.
  - Elementary Recess: 20 minutes at lunch.
- Outdoor recess shall be offered weather permitting. Indoor recess will occur if below zero wind chill or rain/snow or high winds.
- Recess monitors/teachers shall encourage students to be active during recess.
  - Crossing guards are used.

### **Physical Education**

- All SKDS elementary students in each grade shall receive at least 90-100 minutes of physical education per week throughout the school year.
- All SKDS middle school students are required to take the equivalent of one academic year of physical education.
- All physical education classes are taught by licensed teachers who are certified to teach physical education.
- In health education classes, SKDS shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.

### **Other School Based Activities that Promote Wellness**

Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.

### **Staff Wellness**

SKDS will implement the following activities below to promote healthy eating and physical activity among school staff.

- Educational activities for school staff members on healthy lifestyle behaviors.
- Distribution of an employee health newsletter to promote healthy behaviors.

### **Community Engagement**

SKDS shall inform and invite parents to participate in school-sponsored activities throughout the year. SKDS shall actively inform families and the public about the content of and any updates to the policy through newsletters, Family Folder and website ([www.skds.org](http://www.skds.org)).

### **Monitoring and Evaluation**

SKDS shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at [www.skds.org](http://www.skds.org).

### Allergies/Food

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (request Form 5140.2d). The health care plan will be kept on file in the office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school. The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. The school will provide an allergy controlled table in the lunchroom for students with severe food allergies. Consultation with the Office for Schools and Catholic Mutual will occur when making accommodation arrangements for individual students and their families.

Some students at SKDS have a lethally dangerous allergy to peanuts; and for this reason, our environment must be as peanut-free as possible. We ask all families to consider this in preparing lunches. In the grade levels of these students, we will request that snacks and class treats be totally peanut-product-free. For other grades, if a peanut product for snack, treat, or lunch is sent, the student(s) should be instructed to wash up carefully after eating, to avoid contaminating any surface. We can all help in keeping our very allergic children safer. One table in the lunchroom and one computer in the lab will be designated as **PEANUT FREE**.

### Treats

Treats containing any peanut product are not recommended. In classes which have students with peanut allergies, they are NOT permitted.

### Other Wellness Related Issues

- Dining Environment—will be safe and enjoyable for eating, cleaned and sanitized daily.
- Lunch Timing—will be at mid day (two periods which take into consideration the age of the child) allowing for time, space, comfort and efficiency in serving.
- Lunch Recess—will be provided for students allowing for socializing and activity.
- Water Availability—Students have access to water at lunch and may carry a water bottle with them throughout the day as long as it does not become a distraction or create a problem. Soda is NOT permitted at lunch.
- Meals—All families eligible to receive free or reduced lunch are encouraged to participate.
- Food Rewards—The use of candy or other non-nutritious food is discouraged.
- Recess—We will avoid, as much as possible, the denial of physical activity to a child for an entire recess.
- Extracurricular—We encourage student participation in physical extracurricular activity outside of the school day.
- In-service—We are committed to providing needed and appropriate training and in-service to improve nutrition, physical activity, health, and well-being for any staff.

### NUTRITION POLICY

A mid-session snack will be served. This is furnished through a fee paid by the pre school families. 4K snack is furnished as part of the district wide 4K program. Pasteurized Grade A milk is provided by the school. We are very concerned about your child (ren's) nutrition. Therefore, we try always to provide healthy foods. For snacks we focus on fruits, vegetables, protein, whole grain or enriched bread, cereal, and foods without artificial sweeteners. Thus the cost rises. You are invited to provide treats for birthdays or holidays. These may be sweets.

The use of proper table manners will be required at all times.

The children will not be forced to eat the snack but will be encouraged to take a taste. Special diets will be accommodated. The parent/guardians will provide appropriate supplementary foods when children have allergies. These foods will be labeled and properly stored.

### RECORDS

The records of children are confidential and are available to parent/guardians upon request. Rules and school policies are in this handbook. Classroom rules are available through the teacher.

### POLICY ON DISCIPLINE

Corrective discipline is the responsibility of the teacher or aide in the classroom. The atmosphere in the classroom is positive, friendly, and relaxed. It reinforces individuality and good self-image. Good role modeling is extremely important. No child will be subject to verbal or physical abuse of any kind.

### BULLYING AND HARASSMENT (5131.1)

Recognizing that all students, faculty and staff strive for a community based on love and respect, harassment of any kind is unacceptable and contrary to our Christian calling. Saint Katharine Drexel School maintains an educational environment that encourages optimum human growth and development. Respect for the dignity of each individual is essential. Therefore, it is imperative that SKDS maintains a learning environment that is free from any form of harassment.

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

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

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

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

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

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

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

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

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

### **Reporting Procedure**

When a parent feels that a student has been a victim of harassment or bullying, s/h may initiate Harassment Intervention by contacting the school office and filing a Harassment Intervention Request.

#### **Harassment Intervention Request**

- The parent of the victim will be asked to provide a description of event(s) which constitute harassment.
- Upon receipt of the request, the principal/designee shall schedule and mediate a meeting involving the victim along with his/her parents and the individual who is accused of harassment along with his/her parents.
- The principal shall also inform appropriate school personnel regarding the situation.
- If substantiated, a plan will be established to prevent further harassment and a notice of the harassment intervention will be placed in the offender's cumulative record.
- Repeat offenders may face further disciplinary actions including suspension and expulsion.
- School personnel report and/or investigate all incidents of harassment and take appropriate action, whether they personally observe these incidents or are made aware of them by other means
- Any student who feels s/he has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the Principal/Administrator, pastor, or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the director or the Archdiocesan Response to Sexual Abuse (414-758-2232.) An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken.
- In a Nutshell:
  - Written documentation of the incident
  - Disciplinary sanction(s)
  - Peer mediation
  - Professional counseling
  - Referral to outside agencies
  - Probation/Suspension/Expulsion
  - Probation/Termination



To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

### **BULLYING**

Bullying is generally defined as “an intentional act that causes harm to others, and may involve verbal harassment, verbal or nonverbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person.” Bullying will not be tolerated at St. Katharine Drexel School. Students need to tell a teacher or other staff member if they are bullied or if they are aware of someone being bullied.

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

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

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

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration shall take disciplinary action, up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

#### *Excerpts from Wisconsin Model Bullying Policy*

Any form of Bullying is prohibited and will be dealt with as soon as it is brought to the school staff's attention. We cannot deal with issues of which we are unaware. Anti Bullying practices/behaviors/procedures are addressed throughout the year as appropriate per grade level. Bullying includes such behaviors as the following.

- **Physical Aggression:** Hitting, kicking, destroying property
- **Social Aggression:** Spreading rumors, excluding from group, silent treatment
- **Verbal Aggression:** Name calling, teasing, threatening, intimidating phone calls, indirect threats
- **Intimidation:** Graffiti, dirty tricks, taking possession, coercion, gestures, social exclusion
- **Written Aggression:** Note writing, graffiti, slamming books
- **Cyber Bullying:** The sending of insulting messages or pictures by mobile phone or by use of the internet
- **Sexual Harassment:** Comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable. Examples: Rumors of a sexual nature, inappropriate touching, grabbing, comments about someone's body
  
- **Racial and Ethnic Harassment:** Comments or actions containing racial or ethnic content which are unwelcome and make the recipient uncomfortable.  
Examples: Ethnic jokes, racial name calling, racial slurs

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

## RIGHTS AND RESPONSIBILITIES OF PARENTS (1312)

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: 7/15/2019

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### PARENT/STUDENT COMPLAINTS CONCERNING PARISH/SCHOOL PERSONNEL (1312.1)

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

Each parish/school is to develop and document local grievance procedures. St. Katharine Drexel School follows Archdiocesan policies. Grievance procedures are stated below.

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 there is an unresolved concern 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.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

ADOPTED: 8/1/1984; REVISED: 7/2/2020

### DRESS CODE

**DRESS CODE POLICY:** Pre School and 4K children do not wear the SKDS Uniform; however they must be in compliance with the policy delineated below. Proper dress and respect for the body are important in setting the pattern for appropriate school and social conduct. At Saint Katharine Drexel School we have a dress code that reflects high standards traditionally associated with our school. These codes are designed to encourage modesty that accounts for neatness, cleanliness, safety, and an environment that is conducive to learning. A responsible approach to personal appearance demonstrates respect for ourselves and for our school community. Cooperation in adhering to the dress code promotes self-discipline on the part of the students. It is the parent/guardian responsibility to ensure that the dress code is followed so that class time is not taken for teachers to remind the students and enforce the codes.

**PRE SCHOOL/4K DRESS CODE:** Pre School and 4K students must adhere to the following guidelines:

- **TOPS:**
  - ✓ neckline no more than 2 finger widths from the collar bone
  - ✓ sleeves no less than at the outside edge of the shoulder and no lower than 2 fingers below the armpit
    - **No** sleeveless shirts (tank tops) outside of short season May 1 to October 1
  - ✓ cannot be see-through
  - ✓ must fully cover body in all body positions
- **BOTTOMS:**
  - ✓ must be worn at the natural waistline
  - ✓ can be no shorter than 2 inches above the kneecap
  - ✓ cannot be skin tight
  - ✓ Skirts **must be worn** with leggings or tights when it is not short season
  - ✓ Short season is May 1 to October 1 **ONLY**.
- **GENERAL:**
  - ✓ must contain no wording or illustrations contrary to our mission, philosophy, goals.
  - ✓ must not promote or advertise any item or activity contrary to our mission, philosophy, goals.
  - ✓ Shoes must tie, Velcro or buckle. Flip/flops are not permitted for safety reasons.
  - ✓ Sandal season is May 1 to October 1 **ONLY**.

- **STUDENTS WILL FOLLOW THE SKDS DRESS CODE FOR ALL ACTIVITIES, EVENTS, AND CELEBRATIONS REPRESENTING SKDS.**
- **ONLY ITEMS INCLUDED ON THE DRESS CODE DESCRIPTION/LISTING ARE ACCEPTABLE. ALL OTHER CLOTHING IS IN VIOLATION.**
- **UNIFORM REQUIREMENTS BEGIN IN KINDERGARTEN.**

### INVITATIONS

Invitations **MAY NOT** be distributed to children on school property during school hours unless; **ALL** students (all boys, all girls, or both) receive the invitation in a given homeroom. In the past, we have experienced too many children whose feelings have been needlessly hurt because a classmate opened an invitation to a party to which another was not invited. We need to protect our students as much as possible. If all students are not going to be invited to your child's party, then you must mail or call the families you wish to attend.

### SAFETY PROCEDURES/TORNADO DRILLS/FIRE DRILLS

Emergency drill procedures: types of alarm bells are as follows:

- Announcement made over intercom – **TORNADO DRILL.**
- Fire alarm continuous buzz – **FIRE DRILL.**

#### TORNADO DRILL

This alert will be employed in the case of weather alerts for high winds and tornadoes in which the health and safety of students in our buildings may be threatened. Time is not a major factor in this type of alert as in the case of a fire drill alert. The greatest concern is for controlled orderly movement as it is impossible to predict the exact distribution of students in the building at the time the alert may be given.

When the alert is sounded, each class will move to the assigned protected areas within the building. Upon reaching the assigned area with a teacher, everyone will assume a protective position. This position will be maintained until the "all clear" is given, and a return to class is ordered.

When students are in the tornado position, they will do the following:

1. Sit on the floor facing a wall or main support clear of a straight line or windows, doors or other outside entry/exit.
2. Place head between the knees and cover the head with hands.
3. Remain in the "head between the knees" position until the drill is completed and the all clear is given.

#### FIRE DRILL REGULATIONS

One fire drill per month will be held. The first drill is announced, the remaining drills are unannounced. Teachers direct individual classrooms and are familiar with fire drill instructions. There is an evacuation plan posted in each classroom by the door. Each teacher will instruct children regarding specific procedures. Students will follow directions of the teachers in charge. Students should be clear of building structures.

#### WEATHER/EMERGENCIES, INCLEMENT (6114.5)

St. Katharine Drexel School follows the decision of the Beaver Dam Unified School District in this regard.

The closing of school will be broadcast on the following stations:

WBEV/WXRO and then on Madison Channel 3, Channel 15, and Channel 27.

Our weather information is posted on the Beaver Dam School District website at

<https://www.bdusd.org/students-families/weather-announcement.cfm>

A mass email/text will be sent to all SKDS families and staff.

The same information will be posted on the SKDS website [www.skds.org](http://www.skds.org)

Our campuses will follow the directions for the Beaver Dam Unified School District in this regard.

In case of a LATE START for inclement weather, Kindergarten-Grade 8 will begin at the announced start time. Preschool, MORNING 4K and Extend A Day (ALL DAY) WILL BE CANCELLED. Usually, this start time will be two hours later. Listen carefully to the information given. Kindergarten-Grade 8 will dismiss at the regularly scheduled time.

#### ASBESTOS

##### NOTIFICATION TO PUBLIC

##### RE: AVAILABILITY OF ASBESTOS MANAGEMENT TO ABATE, REMOVE, COVER, AND MAINTAIN ASBESTOS AREAS IN THE ST. KATHARINE DREXEL SCHOOL

The public is hereby notified of the availability of the management plans, inspection procedures, re-inspection procedures, response actions, and post-response action activities regarding asbestos control on the SKDS Campus.

The location of the plan is in the main office – Administrator's file and may be inspected on a daily basis, by appointment, from 8:00 to 11:00AM and 12:00 to 3:30PM.

Member(s) of the EPA, the state government, publics, teachers, and other school personnel may inspect the approved plans following the above criteria and steps. All requests shall be in writing and received five (5) full working days prior to the requested date and time for inspection.

Any area containing asbestos has been properly encapsulated and is maintained. Our maintenance staff annually reviews our buildings to ensure proper maintaining of all areas. In addition, an in house inspection is undertaken every six months by our maintenance staff. SKDS is inspected every 3 years by an outside firm.

## COMMUNICATION

### External and Internal Communication (1112)

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

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

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

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

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

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

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

### Media Request Standard Procedure

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

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

### Sensitive or Controversial Issues

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

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

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

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

- Parish financial affairs or fiscal policies or operations, such as budgeting or insurance coverage

In the event of breaking news, reporters and news trucks should not be allowed on parish property or within parish/school facilities without the expressed authorization from the pastor/school administrator. Parish/network/school facilities are private property. As such, a pastor, president, principal, or facility manager has the right to ask reporters to leave the premises.

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

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

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

#### **WEBSITE POLICY (1112.1)**

Every parish/school shall have a website for communication purposes. The pastor/parish director/president and/or school administrator shall ensure that the site content is current, accurate, and aligned to the mission of the parish/school. All appropriate archdiocesan policies and civil laws related to telecommunications will be followed, including copyright permission. There shall be more than one designated website administrator registered with the website host.

Domain names shall be registered to the parish/school and not to an individual person. There shall be at least two registered contacts, including the pastor/parish director/network/school administrator and an authorized designee.

Any organization or individual who establishes a website or a social media page that contains information related to any archdiocesan parish/network/school must secure the approval of the pastor and/or school administrator for the content of this site and the use of the parish/school name on this site. The pastor/parish director/president and/or school administrator will ensure that the site information is current and accurate and has a link established to the parish/school website. Failure to follow such policies may result in revocation of permission to use the name of the parish/school.

#### **INTERNET SAFETY POLICY**

The **St. Katharine Drexel School's** (hereinafter "school") Internet Safety Policy represents a good faith effort to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.

#### **It is the policy of the School to:**

- a. Prevent access by minors to inappropriate matter on the Internet;
- b. Ensure the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- c. Prevent the unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- d. Prevent the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- e. Implement measures restricting minor's access to materials harmful to them; and
- f. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## Education, Supervision and Monitoring

It shall be the responsibility of all members of the School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The School will implement the use of a Technology Protection Measure (*Cisco ASA Device and Trend Micro Software*), to protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. The filter may also be configured to protect against access to other material considered inappropriate for students to access. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Director of Technology or designated representatives.

The Director of Technology or designated representatives will provide training for ALL students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

- a. The standards and acceptable use of Internet services;
- b. Student safety with regard to:
  1. Safety on the Internet;
  2. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  3. Cyberbullying awareness and response;
- c. Age appropriate materials will be made available for use across grade levels;
- d. Training on online safety issues and materials implementation will be made available for administration, staff and parent; and
- e. Compliance with the E-Rate requirements of the Children's Internet Protection Act ("CIPA").

The School will implement procedures to supervise and monitor student use of the Internet through staff supervision and technical monitoring. Student use of the network will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.

## Record Retention

School will retain Internet Safety Policy documentation — including both the Policy itself and the adoption records — for a period of five years after the end of the funding year that relied on that Policy.

(Although five years is the standard record retention rule, the FCC notes that this may mean the retention of Policy documentation for far longer than five years.)

## Adoption

The internet safety policy was presented at the St. Katharine Drexel School Board meeting in February 2014.

This Internet Safety Policy was adopted by the Board of Directors at a public meeting, following normal public notice, on March 18, 2014.

### CIPA GLOSSARY OF TERMS:

**Child Pornography:** Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Harmful To Minors:** Any picture, image, graphic image file, or other visual depiction that: 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Secs. 1703(b)(2), 20 U.S.C. sec 3601(a)(5)(F) as added by CIPA sec 1711, 20 U.S.C. sec 9134(b)(f )(7)(B) as added by CIPA sec 1712(a), and 147 U.S.C. sec. 254(h)(c)(G) as added by CIPA sec. 1721(a)).

**Inappropriate Matter:** A determination regarding what matter is inappropriate for minors shall be made by the school board, local educational agency, library, or other United States authority responsible for making the determination. No agency or instrumentality of the Government may, 1. Establish criteria for making such determination; 2. Review agency determination made by the certifying school, school board, local educational agency, library, or other authority; or 3. Consider the criteria employed by the certifying school, school board, educational agency, library, or other authority in the administration of subsection [47 U.S.C. § 254\(h\) \(1\) \(B\)](#).

**Minor:** Any individual who has not attained the age of 17 years.

**Obscene:** CIPA refers to existing federal law to define obscenity (18 U.S.C. Section 1460). Federal law does not define obscenity there, however. In the absence of a statutory definition, the courts will likely apply the Miller obscenity test, (*Miller v. California*, 413 U.S. 15, 25 [1973]), which leaves the definition of obscenity to state law.

**Sexual Act:** The 1. Contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight; 2. Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; 3. The penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or 4. The intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

**Sexual Contact:** The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

**Technology Protection Measures:** A specific technology that blocks or filters Internet access to visual depictions that are: 1. Obscene, 2. Child Pornography, or 3. Harmful to minors.

### GENERAL CONSENT FORM FOR CHILD PHOTO, VIDEO AND AUDIO USE (1112.2)

Photos or videos of students may be used on parish/network/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.
- Care needs to be taken to ensure that any digital content, including but not limited to, video, audio and social media posts, does not release individual, identifiable information about minors without parent consent.

### FACEBOOK (SOCIAL NETWORKING POLICY)

Social networking sites are online Web sites created so that individuals who share a commonality can communicate their interests. These sites have the ability to enhance communication between individuals as well as groups. In its most basic sense, social networking sites are a way for people to share news, information, opinions and insights by facilitating interactions using online technologies. If used discreetly and responsibly, these forms of communication can be beneficial in ministry and education. However, just as there are boundaries when engaged in face-to-face communication, there are also boundaries when using the Internet as your source of communication. When using these technologies, every effort must be made and adhered to in order to create and maintain safe and secure environments; serious repercussions may result if behaviors are careless.

The Archdiocese of Milwaukee recognizes that in today's environment the use of the Internet, social networking and digital communication are important and wishes to take advantage of these ways of communication as a means to enhance our ministry and educational needs.

SKDS follows the Archdiocesan Social Networking Policy. For a full review of the policy go to the link below found on our school website.

[http://www.skds.org/handbook/Social\\_Media\\_Booklet\\_Web.pdf](http://www.skds.org/handbook/Social_Media_Booklet_Web.pdf)

Our **SKDS Facebook page** (as well as our **SKDS Website**) is used to promote our school in the most positive light and to share positive information.

- Both reflect the values of our Catholic faith and reflect the teachings of the Catholic Church.
- All items to be posted are reviewed, first, by the site administrator.
- We make every attempt to ensure communications are transparent.
- Inappropriate content is not tolerated and will be deleted.
- All items posted are not private nor are they temporary
- **IMPORTANT NOTE: TAGGING PICTURES** with names of minors or other identifies is not permitted. This precaution will prevent them from showing up on search engines.
- The **main purpose** of our site is for general communication, not chatting or socializing.
- While we invite our families and friends to use our social media, please be aware of the above and of the items in the overall policy.

### CHILD ABUSE AND NEGLECT (5140.1)

All school and parish employees are required to report cases of suspected child abuse or neglect to the appropriate authority/agency as provided by Wisconsin Statute 48.981.

To report a case of child abuse or neglect, call Dodge County Social Services in Juneau (920-386-3750). Our school counselor and our faculty also address abuse issues as part of our instructional program.

### VOLUNTEERS

Volunteer help from parent/guardians is a vital component for the successful operation of SKDS. Parent/guardians are welcome in school for a variety of support functions. They support the instructional program in many ways. A call to the school office or completion of an interest form volunteering for any of a variety of services is always appreciated. Noon hour lunchroom food servers, health screenings, library-media aides, computer aides, and classroom support helpers are some of the functions volunteers can provide. Volunteers work under the direction of the school staff. A Volunteer Handbook has been created for your convenience. If you do not receive one, please ask for a copy. All volunteers must fulfill the following requirements:

- ❖ Attend a **SAFEGUARDING ALL GOD'S FAMILY** In-Service (currently a one-time requirement)
  - At this time, you need only take the in-service once.
  - You must be present from beginning to end of the 3 hour session in order to receive credit.
  - Do **NOT** bring children to the training
  - The material presented is worthwhile. If it prevents even one child from being sexually abused, it is worth the 3 hours spent at the session.
- ❖ All volunteers and employees are required to take the Safeguarding class.
- ❖ Registration **REQUIRED ONLINE** at <https://milwaukee.cmgconnect.org/>



- ❖ You can also find the link at [www.skds.org](http://www.skds.org)
- ❖ Create an account to take the class, to register for the criminal background check (Required every 5 years.) and read the Code of Ethics.
- ❖ Pick up instruction sheet in the office.
- ❖ Fill out a Volunteer Application (currently a one-time requirement)
- ❖ **THESE REQUIREMENTS MUST BE FULFILLED BEFORE AN INDIVIDUAL MAY PROVIDE VOLUNTEER SERVICES.**

Failure to fulfill these requirements will prevent you from volunteering. We value our volunteers but we are required to follow these guidelines which help ensure the safety and well-being of our students.

**Volunteer Opportunities**

We strongly encourage all parents to get involved in volunteering. It creates essential relationships, helps your child's school, and allows your child to understand and appreciate the important connection between home and school and parish.

Bowl-A-Thon Special Events Volunteer Planned Giving Volunteer Staff End of Year Luncheon Family Carnival Volunteer Calling Committee Graduation Reception Volunteer Classroom Aide Baptismal Class Coordinator School Board and Committees Pastoral Council Cougar's Closet	Football Mania Donor / Alumni Committee Crossing Paths Alumni Newsletter Foundation / Grant Committee BoxTops Labels SKDS Apparel Lunch Room Volunteer Library Aide Marriage Class Coordinator Computer Lab Volunteer Scrip (Contact Scrip Office)	Builders Club (per advisor request) Athletic Program: Concessions & Athletic Board Faculty Appreciation Glitz Chili Supper Committee Home and School Board Forensics (per advisor request) Tutor Catechists In-School Event Volunteer Parish Event Volunteer
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**QUESTIONS:** Call the school office at 920-885-5558.  
**GET INVOLVED:** Become part of the PR/Marketing Committee which meets monthly.

**SAFEGUARDING ALL GOD'S FAMILY EDUCATION  
REGISTRATION PROCESS**

1. Go to <https://milwaukee.cmgconnect.org/> Online registration is required.
2. Follow the prompts to create an account. (You can pick up an instruction sheet in the office.)
  - a. Questions: call the school office at 885-5558. Or—call the Parish Center at 887-2082.

**SAFEGUARDING ALL GOD'S FAMILY FAQ**

**What is Safeguarding All of God's Family?**

All efforts and programs in the Archdiocese of Milwaukee that relate to protecting God's children and creating a safe environment come under the umbrella of *Safeguarding All of God's Family*.

As a faith-filled people, we respect and value each and every individual, as we are created in the image and likeness of God. This is why the *Safeguarding All of God's Family* program has been established. The Archdiocese of Milwaukee is committed to creating a safe environment where all of God's family – children, their parents and relatives, parish and school personnel, volunteers, clergy and archdiocesan central office personnel – will be able to work, live, and play in an environment where healthy and responsible relationships prevail.

**Why do I have to participate in this program?**

The *Charter for the Protection of Children and Young People* requires that dioceses/eparchies establish "safe environment" programs. Article 12 of the Charter states:

"Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators and community organizations to provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse."

Our children are precious, and all adults need to better understand the injustice of sexual abuse in society. There is a need for creating a greater awareness about this problem. *Safeguarding All of God's Family* is the program of the Archdiocese of Milwaukee dedicated to creating awareness and understanding of abuse of children and youth.

### What is the Charter for the Protection of Children and Young People?

The *Charter* is a comprehensive set of norms established by the United States Conference of Catholic Bishops (USCCB) in June 2002 that addresses allegations of sexual abuse of minors by Catholic clergy. The *Charter* also includes guidelines for reconciliation, healing, accountability and prevention of future acts of abuse.

### Do you really think this program will make a difference?

Absolutely. This program offers an opportunity for all of God's family to increase our awareness and knowledge of child sexual abuse in order to prevent any child from suffering this trauma, whether from school or Church personnel, family member or other person. Statistics show that most abuse occurs by a person known to the victim. Participating in this program will help all who work with children be more attuned to the warning signs of abuse and identify ways to respond. Awareness is the first step in understanding our responsibilities as members of God's family to our children and young people.

### Who must participate?

All those who share their many talents and treasures within the Church atmosphere, paying particular attention to those whose ministry calls them to demonstrate their gifts through work with children and youth.

The following must join the Archdiocese of Milwaukee's mission to Safeguard All of God's Family:

- All diocesan priests and deacons (active or retired) in the Archdiocese of Milwaukee.
- All priests who are members of religious communities and extern priests (priests from other dioceses) who minister within the Archdiocese of Milwaukee.
- Women religious and religious brothers working in the Archdiocese, its parishes or schools.
- Seminarians and those enrolled in the Diaconate Formation Program or Lay Formation Program.
- All paid personnel, whether employed in areas of ministry or other kinds of services provided by the Archdiocese, its parishes, schools or other agencies.
- All volunteers who enter into ministry involving regular contact with children and young people.

### What determines "regular contact" with children?

"Regular contact" can be defined as follows:

1. Any individual who works, volunteers, or has contact with minors within the Archdiocese of Milwaukee's parishes, schools or institutions **more than once a semester**.
2. Any individual who goes on a field trip (or any outing away from the parish, school or institution) with minors from any parish, school or institution within the Archdiocese of Milwaukee **even once a year**.

### What if a person doesn't fit into one of these categories?

If they can answer "yes" to any one of the following questions, then they are considered to have "regular contact" with children:

1. Is the person's contact with minors is direct and/or frequent (as opposed to indirect, occasional or infrequent)?
2. Do the person's duties frequently bring them into a school or locations where minors are present (such as, day care, religious education or youth ministry programs)?
3. Do the person's duties permit them to have face-to-face contact with minors?
4. Does the person have the opportunity to be with minors in private (as opposed to having contact with minors in public and under the supervision of others)?
5. Does the person ever have direct supervisory responsibility over minors?
6. Do minors ever come into the person's private workspace?

### What about employees or volunteers under the age of 18?

Employees or volunteers who are under the age of 18 may be in regular contact with minors if they are directly supervised by an adult (over the age of 21) who is in full compliance with all safe environment requirements and is present at all times.

### What must I do to Safeguard All of God's Family?

Priests, parish directors, deacons, DREs, DYMs, school and parish staff, archdiocesan central office staff, and other paid and unpaid Church employees who have any contact with children or youth:

- You will read and sign the Code of Ethical Standards and read the Mandatory Reporting Statement.
- A criminal background check will be completed. (If you are a diocesan priest, these documents will be filed with the Chancery Office; for all others, they will be filed at your parish or school.)
- You will participate in a Safe Environment Education session.
- You will receive continued training regarding Safeguarding All of God's Family.

Catechists, athletic team coaches, Girl Scout leaders, chaperones for overnight activities, and other Church volunteers who have regular contact with children or youth:

- You will read and sign the Code of Ethical Standards and read the Mandatory Reporting Statement.
- A criminal background check will be completed. (If you are a diocesan priest, these documents will be filed with the Chancery Office; for all others, they will be filed at your parish or school.)
- You will participate in a Safe Environment Education session.

Boy Scout leaders are exempt because they are held accountable through a similar program required by the Boy Scouts. **They will need to submit to the pastor, administrator, parish director, or parish/school safe environment coordinator verification that they have completed the program.**

### How long will a new hire or new volunteer have to complete this program?

According to the policies of the Archdiocese of Milwaukee, individuals **MUST** attend a Safe Environment Education session prior to employment or any volunteer service where they will be in regular contact with children.

### When and how do I register for Protecting God's Children Safe Environment Education?

Training sessions for Protecting God's Children Safe Environment Education are offered throughout the year all around the Archdiocese of Milwaukee. To register for a Safe Environment Education session go to the [Safeguarding All of God's Family](#) page.

### Why is a criminal background check conducted?

The Archdiocese of Milwaukee is following the requirements of the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*: "Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies."

### What if someone refuses to participate?

All Church personnel, as well as volunteers who work with children, are required to participate in Safeguarding All of God's Family for continued employment or to be considered a volunteer. If a person feels he or she has a grave reason for not participating, the person may write to the Archbishop of Milwaukee to explain the situation. A reasonable alternative to the requirement will be considered on an individual basis.

### **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT (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 and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer 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 to 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 to 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.

In accordance with 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.
- 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, and/or shelter to the child.

### **Mandatory Reporters**

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

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 abrogated 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, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

### **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. To continue with questions could potentially 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. A report should not be made at this point by the educator, 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) to 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 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 it cannot result in delaying 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 the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with 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 else 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

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, work place (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 possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has 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, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of 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 place without the parent/guardian's permission but may not enter the home without permission.

### **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 his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.

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 the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is 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, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to 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 for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as 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 his/her 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 by way of recognition of the privileged and trusted role of the clergy and in order to 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 which 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 the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
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 prior to 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 and the Mandatory Reporting Responsibilities

- Read and sign the Social Media & Digital Communication Policy acknowledgement
- 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 thereafter.

**ADOPTED: 5/2/2000; REVISED: 7/2/2020**

#### EXTEND-A-DAY

The Extend-A-Day Program is designed for 4K and 3K (God's Little Miracles Preschool) children who will remain in school either prior to or after their class. The program operates opposite our 4K and 3K classes. We invite the 4K families to consider using our Extend-A-Day program two, three, or more times per week. 3K families may use the program M, W, F afternoons opposite their class and/or Tuesday and Thursday mornings, afternoons or all day. A consistent weekly routine helps a child build confidence and familiarity with an all-day routine. However, our Extend-A-Day program schedule works closely with our 4K and 3K programs. **It is not a drop in program.** These guidelines are necessary to plan adequately for projects, materials and snacks.

#### **Extend-A-Day Fees:**

- The fee is \$14.00 per day;
- **Lunch is an additional \$2.75.**
- Payment is due first day child attends that week.
- Your account will be credited **ONLY** if your child is absent due to an illness. Otherwise, you will be charged for the slot.
- Should a drop in occur, you will be charged an additional \$10.00.
- If your account is delinquent, your child will not be able to attend.
- The schedules will be emailed home every Monday. The form needs to be submitted/returned by Thursday for the following week.

#### **EXTEND-A-DAY provides:**

- Additional learning experiences in the areas of reading readiness, language, math, science, and art.
- Opportunities to develop fine motor skills through printing, coloring, gluing and painting.
- Opportunities to use the playground and/or gym for gross motor activities.
- Additional activities in language/speaking skills through show and tell and storytelling.
- Reinforcement of positive attitudes such as respect for teachers, and others, helping, sharing, taking turns, caring, using good manners, and listening.
- Opportunities to praise God through song, spontaneous prayer and reciting prayers.

If you have any questions about Extend-A-Day or would like more information, please contact Mrs. Kate Richard, our Extend-A-Day coordinator, Mrs. Andrea Reчек, our lead 4K teacher; or Mrs. Patty Schmitt, school office, at 885-5558.

#### BEFORE SCHOOL CARE/AFTER SCHOOL CARE PROGRAM (BSC/ASC)

The purpose of the SKDS **BSC/ASC** is to provide a safe and secure atmosphere for students while their parent/guardian is at work. Students will not need to leave the SKDS campus; thus, are comfortable with their environs. Families will have peace of mind knowing staff who are familiar with their children and the procedures of the school are caring for their children. Only K4 through 8th grade students enrolled in SKDS are eligible to attend the **BSC/ASC**. Due to the young age of the child, 3 year old participation will be determined on a case by case basis.

#### PRE SCHOOL & 4K STAFF AND FEES

- See listing of School Personnel at the front of the handbook.
  - See Tuition and Fees

### SKDS SCRIP PROGRAM

The Scrip Program is a funding program sponsored by St. Katharine Drexel School. The goal of this program is to be a third source of funding, to help offset the budgetary needs of the school. The revenue from this program helps keep the rate of increase down, both for parent tuition and parish per pupil cost. In other words, this program benefits EVERY student in our school system.

The Scrip funding program began in the late 1980's. It was the brainchild of Monsignor Keys, retired Bishop of the Santa Rosa Diocese in California. His goal was to help Catholic schools raise the funds they needed to give children a quality education, in a Christian environment.

Scrip companies purchase millions of dollars of merchandise certificates and prepaid cards from grocery, department, drug, and retail stores, as well as restaurants and gas stations, all across the nation. Because Scrip companies purchase in such large quantities, the stores will sell their certificates and cards at a reduced rate (2% and up). The Scrip companies in turn, pass this discount on to organizations like ours, when we purchase the certificates and cards through them. Our school families, parishioners, friends, and relatives then purchase these certificates and cards from us at their full face value. For example, when a family purchases a \$10 certificate, it will be worth \$10 when they use it at the store. It does not cost you anything extra to use these certificates instead of cash or checks. A few retail stores also allow the use of certificates when paying a charge account at that store.

We place orders for Scrip every week. Your orders may be turned in after any weekend Mass, or you may turn in your order through your family Scrip envelope. All orders must be received by noon on Monday (or the first school day of the week), for processing that week. Checks made out to SKDS Scrip must accompany your order. Weekly, monthly, every other week, or first and fifteenth of the month standing orders are also available. Payment for standing orders is due immediately after you've received your Scrip.

Families who need more information about the program can receive assistance from a "Scrip Buddy." A "Scrip Buddy" is another parent who uses and understands the Scrip Program. This individual will show you just how easy it is to use Scrip.

Please refer to the information found in your family Scrip envelope and the weekly Newsletter, for additional and updated information. Scrip is truly "a free gift" for our students' education.

**We encourage all our families to use Scrip. It is a great way to help our school. If you have questions or need information, as your child's teacher to assist you.**

### SCRIP PARTICIPATION

Scrip is a funding program created to generate funds for SKDS.

Scrip certificates are ordered and paid for ahead of time for your convenience if you are using a standing order. In order to maintain proper cash flow, your payment is due immediately after each standing Scrip order is received. For non-standing orders, payment must be received at the time the order is placed.

An account balance greater than 7 days is considered delinquent.

Call 920-887-2082 Ext. 106 or visit the Scrip office in the Catholic Parish Center, 408 South Spring Street between the hours of 8:00AM – 9:30AM on Friday. We can answer any questions about your account balance.

### CONTACTING THE SCRIP OFFICE

Phone 8:00 – 9:30AM Friday: 920-887-2082  
Voicemail – anytime: 920-887-2082 Ext. 106  
E-mail – anytime: [scrip@stkatharinedrexelbd.org](mailto:scrip@stkatharinedrexelbd.org)

### DELINQUENT SCRIP ACCOUNT BALANCES

1. In the event you have an unpaid account balance, you will receive a written notice detailing the amount owed.
2. If your balance goes unpaid greater than 14 days, the Scrip office will attempt to contact you by phone or in person. Standing and special Scrip orders will not be processed until the account balance has been paid in full.
3. If your balance continues to be unpaid at 30 days or if collection issues are persistent, the Scrip Committee will review your account and may exercise the right to discontinue your participation in the program.
4. You will be responsible for any outstanding balance and any bank service charges (for NSF checks) for which the Scrip Program is charged.

BOE Approved 1-18-01



**On Line Forms Due  
September 4, 2020**

Child Custody Form (1 each family)\*  
Release of Information (1 each family)\*  
Volunteer Interest Form (1 each family)  
Dear Family/SKDS Family Handbook  
receipt/contract (1 each family)\*  
Emergency Form (1 each family)\*  
Electronic Information Delivery Form  
(1 each family)\*  
Covid-19 Pandemic: Student/Parent Consent  
(1 each Family)\*

**On Line Forms Due ASAP (AS NEEDED)**

Application for Free/Reduced Price Meals/Milk  
(1 each family)  
Prescription Medication Consent Form/Inhaler  
(1 each child)  
Non Prescription Medication Form  
(1 each child)

**Family Folder Forms Due  
September 4, 2020**

Student Insurance Form (parent choice)  
(1 each family)  
Covid Permission Slip-Walk (1 each child)

**Additional Informational Documents  
(Do Not Return)**

Sexual Abuse Prevention And Response  
Services  
Calendar  
School Lunch Menu  
Offer Vs Serve  
Safeguarding All God's Family

**\* REQUIRED ALL REQUIRED FORMS MUST BE RETURNED TO THE SCHOOL OFFICE.**