

SAINT KATHARINE DREXEL SCHOOL
503 S. Spring Street
Beaver Dam, WI 53916



VOLUNTEER
HANDBOOK

2020 – 2021

SAINT KATHARINE DREXEL SCHOOL
503 South Spring Street
Beaver Dam, Wisconsin 53916
Phone: 920-885-5558 Fax: 920-885-7610 Web: www.skds.org

Dear Volunteer,

On behalf of the faculty and staff of SKDS, we welcome you. As a volunteer you have many worthwhile experiences to share with our students.

Volunteers enrich school programs by furnishing human resources from the community. They provide an "extra pair of hands" which contributes to a more personalized and meaningful education for our students. They help extend the reach of our professional staff. *"Many hands make light work."*

Volunteering is a two-way street. The time, abilities, skills, and human caring that are shared with our students and staff are compensated by warm relationships with children, teachers, and peers. There is great satisfaction in seeing students develop.

Volunteer assistance is invaluable. When professionals use time for planning, training, and supervising volunteers, the result should enable the professional to extend his/her effectiveness rather than simply reduce his/her workload. The volunteer never replaces professional staff, but rather allows the professional to enrich and extend the educational program with the aid of a volunteer. Staff and principal/administrator must choose when to use volunteers and undertake the necessary organization and planning that utilizes the volunteer effectively.

Per Archdiocesan Policy (4129), Parents and interested individuals in the community are encouraged to offer their services as volunteers in the parish and school programs.

Volunteers work under the supervision and direction of a certified staff person. All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers must be provided an orientation prior to the commencement of their duties. This orientation must include a review of parish/school policies, procedures and legal considerations as they pertain to the volunteers' time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Attend a Safe Environment "Safeguarding God's Children" awareness session
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Be approved by a member of the professional staff
- A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

This handbook has been prepared to assist you as a volunteer. The staff and I want you to have a positive experience. We appreciate your willingness to support our school programs and hope that your volunteer experience will allow you to grow as well as to provide enriching opportunities for our students. Be sure to read the Family Handbook as well in order to become familiar with our policies, procedures, and regulations.

"Be the Light of Christ ~ Ser La Luz de Cristo",
Ms. Jennifer Crombie
Principal

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SCHOOL PERSONNEL

Principal– Ms. Jennifer Crombie
 503 S. SPRING ST
 Phone: (920) 885-5558
 Fax: (920) 885-7610

Administrative Assistant Preschool - 3 Mrs. Tina Ellefson
 Administrative Assistant Grades 4-8 Mrs. Margaret Scott
Faculty

2 Day Pre School/Room #207 Mrs. Darci Mosher
 4K AM/Room #206 Mrs. Andrea Rechek
 4K PM/Room #204 Mrs. Diana Skare
 Kindergarten/Room #203 Mrs. Tina Ellefson

Extend-A-Day-AM/Room #204 Mrs. Kate Richard
 Extend-A-Day-PM/Room#206 Mrs. Claudia Ramirez
 Grade 1/Room #213 Miss Megan Meyer
 Grade 2/Room #214 Miss Madeline VerHage
 Grade 3/Room #215 Mrs. Dona Turner
 Grade 4/Room #316 Mrs. Leann Anderson
 Grade 5/Room #317 Mrs. Jessica Kern
 Grade 6-8/Room #305 Mrs. Susan Pokey
 Grade 6-8/Room #304 Mrs. Margaret Scott
 Grade 6-8/Room #301 Miss Lauren Crombie
 Grade 4-8/Spanish/Room #311 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 Mrs. Kate Richard
 After School Care/Room#207 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

Mrs. 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:

Ms. Barbara Heinzen
 Ms. Marisol Zapata

Parish Bookkeeper
 Director of Evangelization/LLFF

Mrs. Sarah O'Brien
 Mrs. Kristin Adsit

Youth/Young Adult Ministry
 Hispanic Ministry
 Parish Musician
 Sacristan
 Scrip Coordinators
 Deacon
 Deacon
 Pastoral Care Coordinator

Mr. John Pryme
 Mrs. Rosalia Villalba-Osorio
 Mrs. Tanya Diggins
 Mrs. Coletta Cody
 Mrs. Allison Seufzer
 Deacon Ed Cody
 Deacon Randy Wells
 Mrs. Janice Tisch

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.

| SCHOOL ADVISORY COMMITTEE | |
|------------------------------------|--------------------------------|
| 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. Estela 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

Archdiocesan Policy (4129).

Parents and interested individuals in the community are encouraged to offer their services as volunteers in the parish and school programs.

Volunteers work under the supervision and direction of a certified staff person.

All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers must be provided an orientation prior to the commencement of their duties. This orientation must include a review of parish/school policies, procedures and legal considerations as they pertain to the volunteers' time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

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- Be cleared through a state and national criminal background check
- Attend a Safe Environment "Protecting God's Children" awareness session
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Be approved by a member of the professional staff
- A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

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 | Football Mania | Builders Club (per advisor request) |
| Special Events Volunteer | Donor / Alumni Committee | Athletic Program: Concessions & Athletic Board |
| Planned Giving Volunteer | Crossing Paths Alumni Newsletter | Faculty Appreciation |
| Staff End of Year Luncheon | Foundation / Grant Committee | Glitz |
| Family Carnival Volunteer | BoxTops Labels | Chili Supper Committee |
| Calling Committee | SKDS Apparel | Home and School Board |
| Graduation Reception Volunteer | Lunch Room Volunteer | Forensics (per advisor request) |
| Classroom Aide | Library Aide | Tutor |
| Baptismal Class Coordinator | Marriage Class Coordinator | Catechists |
| School Board and Committees | Computer Lab Volunteer | In-School Event Volunteer |
| Pastoral Council | Scrip (Contact Scrip Office) | Parish Event Volunteer |
| Cougar's Closet | | |

QUESTIONS: Call the school office at 920-885-5558.
GET INVOLVED: Become part of the PR/Marketing Committee which meets monthly.

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
- ❖ 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.

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.)
3. 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.

The questions and answers above are taken from the [Safeguarding All God's Family Page on the Archdiocesan website](#).

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

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 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.**

SCHOOL VISITORS/CAMPUS SECURITY

All parent/guardians and constituents connected with SKDS are welcome to visit the school's campus. However, in order to provide security for our students and teachers, it is the desire of our parent/guardians, the School Board, and Administration, that all visitors obtain permission from the Principal/Administrator's office twenty-four (24) hours prior to visiting any classroom or activity. Requests for all visitations shall be in writing. Visiting individual classrooms is the final decision of the professional staff. Visitors coming to the SKDS Campus will need to adhere to Campus Security procedures.

The principal or other authorized school personnel has the discretion to request that a visitor leave the school premises if s/he believes the visitor's presence presents a danger to students, staff or school property or if their presence is disruptive to the operation of the school. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests unless the student's parent/legal guardian and school principal have granted permission to do so.

A student is never permitted to leave the school with anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose. (Policy 1250)

CAMPUS SECURITY(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 school parking lot.
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.

Visits by a student's friends or relatives are discouraged. Additional students in a classroom present the potential for distraction. The school is not responsible for baby-sitting services.

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.

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

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.

https://uploads.weconnect.com/mce/2 added 02f8f1222ac5b66ec221c8ff66d62695b11c/Handbooks/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.

ACCEPTABLE USE OF SOCIAL MEDIA (6161.2)

See the policy and signature sheet in the forms handed out for parent/guardian information sent home at the start of the school year.

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.

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.

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)

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.

Visits by a student's friends or relatives are discouraged. Additional students in a classroom present the potential for distraction. The school is not responsible for baby-sitting services.

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).
- 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).

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.

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 midday (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.

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.

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

SAFETY PROCEDURES/FIRE DRILLS/TORNADO DRILLS

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

1. Fire alarm continuous buzz - FIRE DRILL.
2. PA announcement: "We are now having a tornado drill; go to your assigned places." - TORNADO DRILL.

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. In summer 2016, an entirely new fire alarm system was installed.

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 given, 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 of 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.

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>

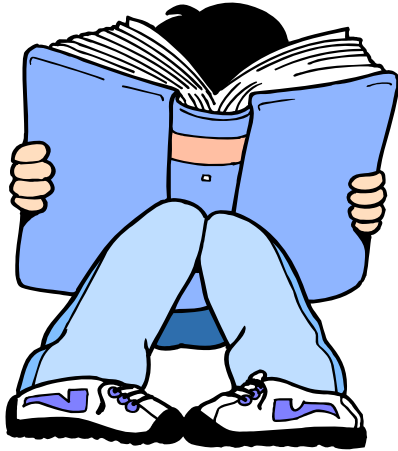
A mass email/text will be sent to all SKDS families and staff.

The same information will be posted on the SKDS website www.skds.org

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.

GUIDELINES FOR ROLES IN A SCHOOL VOLUNTEER PROGRAM



In order to put together an effective volunteer program, we must look closely at the needs of our faculty and try to match those needs with the talents and interests of those volunteering. Our primary goal is to best meet the needs of our students by extending the program our faculty has carefully planned. Working together, we hope to make the “matches” that best serve the common needs of our volunteers and faculty members.

The role of the volunteer will depend upon:

- The educational and clerical needs identified by the school faculty.
- The time commitment the volunteer is able to make.
- The orientation and training provided by the school staff.
- The volunteer’s interests, background, and talents.

An incomplete list of possible roles in our school volunteer program includes possibilities such as:

- Classroom aides to perform routine tasks for teachers so they may devote more time to instructional activities; i.e. type student stories, hang pictures, cut letters for bulletin boards, work one-on-one with students, etc.
- Guest speakers to enrich the program with special skills and talents or to share information regarding travel, hobbies, and occupational topics
- Health screenings for vision, hearing, scoliosis, pediculosis, etc.
- Kitchen help for food preparation and cleaning
- Learning Zone
- Library
- Lunchroom Server
- Playground Supervisor & Substitute
- Volunteers to carry out specific instructional tasks as needed and requested by the faculty

A Note on the Library: Volunteers staff the library to provide continual library services to our students throughout the school year. Duties may include the following:

- Helping with clerical-oriented library tasks; i.e., check-in and check-out, processing library materials, shelving, filing, recording stories for listening centers, helping with library displays, bulletin boards, and miscellaneous needs of other faculty members.
- Supervising small groups of students
- Helping students with extension activities
- Helping with library skills (use of card catalog, computer, etc.)
- Helping students with the selection of their recreational reading books
- Assisting with the annual Book Fair

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and school staff as they carry out the school program. A volunteer needs to be aware of both the responsibilities and rewards of that role.

Responsibilities

The effective volunteer:

- Has a desire to work with children
- Is willing to accept professional direction
- Is regular and prompt in meeting the schedule to which s/he is committed
- Is interested in supporting and expanding the school programs
- Is able to follow the established code of ethics and confidentiality for volunteers
- Helps to maintain volunteer/school faculty communication
- Is able to generate enthusiasm about each child
- Is willing to be discreet, sincere, dedicated, and punctual
- Keeps comments to/with children professional
- Avoids put-downs/finds a way to praise
- Keeps voice at a quiet tone
- Handles individual student's problem and doesn't assume all need a directive
- Must be able to respect each child's unique individuality
- If working in the lunchroom:
 - Does not eat food or touch face while serving
 - Comments only on the number of choices, not personal amounts or choices



Rewards

The successful volunteer:

- Receives the sincere gratitude of the entire school community
- Is recognized as a worthy individual and is treated with respect
- Has a legitimate role and status within the school
- Has an opportunity for personal growth
- Establishes rewarding relationships with staff, peers, students
- Becomes more aware of the TOTAL educational program and the part the volunteer contributes to the total program.

Volunteers are a blessing to students and staff.



FACULTY/STAFF/VOLUNTEER PROFESSIONAL DRESS CODE

DRESS CODE: FACULTY/STAFF/PROFESSIONAL TEACHERS and other professional school personnel (*Classroom Aids, Secretaries, and Counselors*) will follow this dress code. *Maintenance and Food Service personnel have other dress requirements that do not necessarily fall into this code. At all times all staff will be modest, neat and professional in attire and appearance, and clothing will be free of rips or tears. We are role models for our students.*

Teachers and other professional staff shall maintain a neat, clean and well-groomed appearance at school. Appearance must be indicative of teaching as an honorable and respectable profession, and it should provide a good example for the students along the lines of modesty and appropriate dress for social situations.

ACCEPTABLE ATTIRE/STYLES:

- Professional tops, suits, blouses, shirts, dresses, skirts, jumpers
- Dressy tee shirts (must NOT have any logos, ads, or brand names)
- Dressy shorts/short sets in season (May 1 – October 1) Teachers will not wear shorts to Mass.
- Dress slacks (with no jean style patch pockets)
- Shoes must be professional and clean (no flip/flops)
- Clogs are acceptable.
- Teachers may choose to wear school uniform clothing.
- Dressy Blue Jean Denim jumpers, dresses and skirts

UNACCEPTABLE ATTIRE/STYLES:

- Denim Jeans of any kind and any color
- Clothing that does NOT fully cover the body (regardless of body position) no cleavage should show regardless of body position. Short/skirt/dress length must be at least 3 inches beyond fingertips when hands are held at your side.
- Any visible tattoos
- Any visible body piercings (except a maximum of 2 piercings per ear)
- Sweat pants, jogging suits, carpenter pants, or wind suits with the exception of P.E. teachers during P.E. classes and during transition from P.E. classes to other classes
- Camouflage items; leggings (may not be worn alone)
- Visible underwear

SKDS STUDENT DRESS CODE

DRESS CODE POLICY: 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.

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.

DRESS CODE VIOLATIONS:

If a student is wearing something that does not meet dress code criteria as DETERMINED BY THE TEACHER AND/OR PRINCIPAL as being either inappropriate, unsafe, distracting or in any manner in conflict with the Dress Code, he/she will inform the student of this and will provide notification to the student's parent/guardian:

- **FIRST VIOLATION** of the Dress Code: The student will be given a chance to change into accepted clothing. If unable to change, the parent/guardian will be called to bring acceptable clothing.
- **SECOND VIOLATION:** A detention will be given and the parent/guardian will be called to bring acceptable clothing.
- **ADDITIONAL VIOLATIONS:** Additional violations are subject to suspension.

DRESS CODE APPROVED BY SCHOOL BOARD FEBRUARY 19, 2009. REVISED 2020

SKDS STUDENT UNIFORM DRESS CODE

TOPS

SCHOOL COLORS:

- White
- Lt. Yellow/Maize
- "Cougar" Yellow
- Lt. Blue
- Royal Blue/Cobalt
- Navy
- Red
- Black

***Please note: turquoise, gray, & burgundy are not school colors.**



SHIRTS: BOYS AND GIRLS

- Solid School Color
- School Color with official School Logo (A trademark logo may be stitched **in the same color thread** as the fabric.)
- Loose or natural (not skin-tight) fit

STYLES

- **Oxford/Button Down** - may be worn with only top button unbuttoned
- **Polo** - Cotton, interlock fabric, or dry-fit fabric; Long or short sleeved; Polo dresses
- **Turtle/Mock neck** - May be worn alone (if loose/natural fit) or under vest, sweater, or sweatshirt
- **T-Shirts** - School Spirit Wear only, Long or Short Sleeved
- **Sweatshirts (No hoods)** - Plain Solid School Colors or with School Logo or Spirit Wear
- **Sweaters** - Crew neck or v-neck with shirt underneath
- **Cardigans** - Must fit at the hips
- **Vests** - Crew neck or v-neck with shirt underneath
- **Fleece** - Full zip or quarter zip

ACCESSORIES

- **Belts** - Black, Brown, or Navy
- **Ties** - Optional: Black, Navy, Red, or School Plaid
- **Headbands, Scrunchies, Barrettes** - Solid only in School Colors; Cannot have distracting or excessively large attachments
- **Not Acceptable** - Dangling or large hoop earrings; pocket chains; caps, scarves, or other headgear; body piercing

HAIR

- **Acceptable** - Clean, combed and out of the eyes (bangs must be no longer than eyebrow level or must be kept out of the eyes for boys and girls)
- **Not Acceptable** - Unnatural hair dye and/or bleaching; extreme hairstyles.

SKDS Uniform clothing can be purchased at: Walmart, Old Navy, Land's End, and Children's Place. The School Logo can be embroidered on uniform clothing at Speed Needles in Beaver Dam.



BOTTOMS

SCHOOL COLORS:

- Tan/Khaki
- Navy
- Black
- School Plaid



PANTS: BOYS AND GIRLS

- Solid School Color
- Chino/Twill, Poly/Rayon blend or a 95% Cotton & 5% Spandex blend (as long as they are a "Dress" pant and not a Yoga/Dance type)
- Must be worn at natural waistline
- Plain or pleated
- Capris/Crops worn at mid calf
- No Skinny pants or jeggings
- No leggings (Unless worn under a skirt or dress)
- No colored denim
- No cargo pockets

SKIRTS, SKORTS AND JUMPERS

- Solid School Color
- Pleated, Side-Pleated, or Flat Chino Style
- Must be worn at natural waistline
- No more than three inches above the knee

SHORTS: BOYS OR GIRLS (May 1 to October 1)

- Tan/Khaki, Navy or Black - Chino/Twill, Poly/Rayon blend, or a 95% Cotton & 5% Spandex blend
- Plain or pleated
- Must be worn at natural waistline No more than three inches above the knee
- No leggings
- No cargo pockets

SHOES

BOYS AND GIRLS

- Non-Marking soles.
- Must be tightly tied, buckled, velcroed, or moc-style (full back).
- Tennis shoes must be worn in gym class.
- No clogs, crocs, flip-flops, jellies, platforms, heelys/roller shoes, or any item deemed to be unsafe or distracting.
- Sandals with well-fitting straps and back-strap are acceptable during short season only (May 1 to October 1.)

SOCKS/TIGHTS

BOYS AND GIRLS

- Solid School Color
- Ankle socks, crew socks, knee socks, or tights
- Must be worn during non-short season

UNIFORM FOR GYM CLASS

BOYS AND GIRLS FOR GRADES 6-8 ONLY

- Plain solid color, or Spirit Wear t-shirt
- Shorts - no more than 3 inches above the knee

CODE OF ETHICS FOR THE SCHOOL VOLUNTEER

A volunteer

1. Must be dependable and consistent in meeting his/her volunteer commitment in order to provide the maximum benefits of such assistance to the staff members and students.
2. Uses tact and positive comments when working with students.
3. Works impartially with students regardless of differences in background, intelligence, or physical, or emotional maturity.
4. Avoids comparisons of students to other members of his/her family or to peers.
5. Must remember that s/he is in school for a relatively short portion of the day/week. Occasions may arise in which the volunteer's perception of a problem can be mistaken simply because s/he is not aware of the total situation. Volunteers are invited to take their concerns to the principal/administrator.

6. Realizes it is inappropriate to discuss these concerns outside of school.

7. Must remember that communication about a child's work is the responsibility of the school's professional staff. A volunteer does not discuss the child's progress or behavior except with the school's professional staff.

8. Does not discuss confidential information with inappropriate persons including other parents. Confidential information includes but is not limited to:

Scholastic and health records

Test scores and grades

Discipline/behavioral problems within the school grounds

Character traits of an individual child

A volunteer does not discuss these matters with friends, neighbors, or with other volunteers.

9. Speaks constructively of all professional staff but should report areas of concern involving the welfare of students or school to the principal/administrator.

Please Note: This is not the Code of Ethics referred to in Policy 4111.1

St. Katharine Drexel School

Code of Christian Conduct

We have a well defined Discipline Policy which can be found in our Family Handbook. However, we have developed a Code of Christian Conduct which is more student friendly in its understandability. It is in this handbook for your convenience.

St. Katharine Drexel School is a Catholic, Christian family founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of my brothers, you do unto Me." (Matthew 25:40) In view of this philosophy we have developed this Code of Christian Conduct.

This Code of Christian Conduct identifies the four cornerstone behaviors:

Respect, Responsibility, Honesty and Kindness, along with related rules and examples of practice. All students are expected to practice these cornerstone behaviors with the support of teachers, parents and administrators. Failure to uphold the Code of Christian Conduct will result in appropriate and consistent consequences.

A safe, positive environment is a prerequisite to learning. The members of our SKDS community of learners have the right to a safe learning environment and have responsibility to help create that environment. Pope John Paul II proclaimed in his resolution that *"Community is at the heart of all Catholic education, not simply as a concept to be taught, but as a reality to be lived."* And as Pope Francis has stated, *"A little bit of mercy makes the world less cold and more just."*

We understand that each person is called to live and build community, hence, standards of behavior apply not only to students, but also to all individuals involved in our school system; parents or guardians, volunteers, and all parish school employees- whether they are on school property, on school buses or at any school-authorized event or activity.

Support for the Code of Christian Conduct is expected and parents and students are asked to acknowledge their commitment in writing on the Acknowledgement of Receipt and Review of Code of Christian Conduct form.

| Cornerstone Behavior: | Rules: | Expected practices include: |
|--|--------------------------------------|--|
| R E S P E C T | 1. Show respect for yourself. | a. Students must dress appropriately for all school related/sponsored functions. Student dress or appearance must not contribute to the disruption of the educational process. b. Students must follow the dress code and the full discipline policy as stated in the handbook. c. Students must not use or possess drugs, alcohol, tobacco or explosive/flammable materials. Improper use of prescription medications or other substances and other substances that would harm your body are not allowed. |
| | 2. Show respect for all adults. | a. Student actions with fellow adults must reflect courtesy and kindness. b. Students must obey adult instructions/directions. c. Disobedience, verbal abuse, and assault will not be tolerated. |
| | 3. Show respect for fellow students. | a. Students must keep hands, feet and objects to themselves. b. Student interactions with fellow students must reflect courtesy and kindness. c. Students must use appropriate language. d. Students must have permission to use another's possessions. e. Physical and verbal abuse, fighting, harassment, bullying, threats, or intimidation will not be tolerated. |
| | 4. Show respect for school property. | a. Lockers must be maintained properly. b. School equipment must be used as directed. c. Physical environment must not be misused. d. Destruction of school property is not acceptable. |

| Cornerstone Behavior: | Rules: | Expected practices include: |
|--|---|---|
| R E S P O N S I B I L I T Y | 1. Attend school and participate as expected. | a. Come to school and all classes on time and sit in assigned seat. b. Participate in an appropriate manner. |
| | 2. Accept rules and respect authority. | a. Adhere to the rules of each classroom and all common areas inside and outside of school. b. Chewing gum is not allowed in school. c. Follow directions as given. d. Food and candy are not allowed in class without teacher approval. e. Move between classes in an orderly and non-disruptive manner. |
| | 3. Accept responsibility for your own learning. | a. Come to class with all homework completed. b. Come to school with all necessary supplies. c. Use materials for their intended use. |
| | 4. Be responsible for your safety and that of others. | a. Report unsafe situations to an adult immediately. b. Do not engage in any behavior that endangers your safety and/or the safety of others. c. Laser pointers are not allowed in school at any time, and cell phones must remain in backpacks; if seen or used they will be confiscated. d. Students must not use, possess, sell or distribute weapons, look-alike weapons or explosive/flammable materials. |

| Cornerstone Behavior: | Rules: | Expected practices include: |
|--|-------------------------------|--|
| H O N E S T Y | 1. Tell the truth. | <ul style="list-style-type: none"> a. Tell the whole truth, with no omissions. (Is it kind? Is it true? Is it necessary?) b. Do not deny guilt when guilty. c. Do not deny others the right to tell the truth. |
| | 2. Do not steal. | <ul style="list-style-type: none"> a. Ask permission before borrowing. b. Return borrowed materials. c. All forms of stealing are prohibited. |
| | 3. Do not cheat. | <ul style="list-style-type: none"> a. Do not discuss test/quiz questions and answers with someone who has not taken the test/quiz. b. Do not take or give answers on homework. c. Do not represent others' work as your own; do not plagiarize. d. Do not cheat on tests or quizzes. |
| | 4. Promote honesty in others. | <ul style="list-style-type: none"> a. Students are expected to report to an adult serious violations of the Code of Conduct. |

| Cornerstone Behavior: | Rules: | Expected practices include: |
|--|--|--|
| K I N D N E S S | 1. Be courteous, helpful and cooperative. | <ul style="list-style-type: none"> a. When you share, share with everyone fairly. b. Accept individual differences, for example, by not bullying, teasing or harassing. |
| | 2. Support others with positive words and actions. | <ul style="list-style-type: none"> a. Be inclusive in your school interactions, for example, school birthday celebrations. b. Encourage others to do their personal best. Example: You can do it! c. Voice legitimate praise for jobs well done. Example: That was a great speech! d. Do not name call, mock, use put downs, or laugh maliciously at others. |
| | 3. Accept both success and disappointment. | <ul style="list-style-type: none"> a. Practice good sportsmanship. b. Do not be boastful. c. Control your temper. |

Procedures and Consequences

Positive behavior will be reinforced daily, as we travel on our journey of intentional discipleship. Students who fail to uphold the Code of Christian Conduct will be held accountable for their actions by teachers and administrators through the application of appropriate and consistent consequences, which may be formal or informal contingent upon the nature of the misbehavior.

This practice is not designed to punish students. Rather, its intent is to focus students' attention on the primary objectives of their academic growth and appropriate conduct. This will be enforced so students will be responsible for their own behavior and will not neglect their academic responsibilities.

Levels of Consequences

The level of the consequence is dependent upon the nature and/or frequency of the misconduct.

| |
|---|
| <p>Level I</p> <ul style="list-style-type: none">• Warnings• Call Home• Brief conference with teacher• Time out (Limited 5-10 minutes) |
| <p>Level II</p> <ul style="list-style-type: none">• Time out (Extended-all recess/noon hour)• Detentions/after school• Parent contact• Problem Solving• Behavior Plan |
| <p>Level III</p> <ul style="list-style-type: none">• Teacher sets up conference with parent(s), student and appropriate staff• Behavior plan• Withdraw privileges• Recommendation for counseling• Restitution/Service• In school/out of school suspension• Disqualification from school sponsored events/activities |
| <p>Level IV Formal Mandated</p> <ul style="list-style-type: none">• Expulsion |

EFFECTIVE WAYS TO WORK WITH CHILDREN

1. Be warm and friendly—learn the children’s names and show interest in what they are doing and telling you. You are very important as a listener.
2. When working with children, encourage them to do their own thinking. Give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
3. If you don’t know an answer or are unsure of what to do, admit it to the children and work it out together. Feel free to ask the teacher or the children for help when you need it.
4. Use tact and positive comments. Encourage children. Seek something worthy of a compliment, especially when children are having difficulties.
5. Accept each child as s/he is. You need not feel responsible for judging a child’s abilities, progress, or behavior.
6. If a child is upset, encourage him/her to talk over the problem with you. You need not solve the problem; but by listening and talking, you help the child feel you care.
7. Respect a child’s privacy. If a child or a teacher reveals personal information, regard it as a confidence.
8. Maintain a sense of humor. It will get you through many difficult moments. However, never use humor at the expense of a child.
9. Be consistent with teacher’s rules for classroom behavior, schedule, and atmosphere.
10. Wear comfortable clothes that CONFORM TO THE FACULTY DRESS CODE.
11. If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher, or the school.
12. Keep your commitment. The children will expect you and look forward to your coming. If you know you will be absent, tell the teacher in advance. Keep all promises; make none that you cannot keep. Children never forget!

Volunteers are Angels. They are...

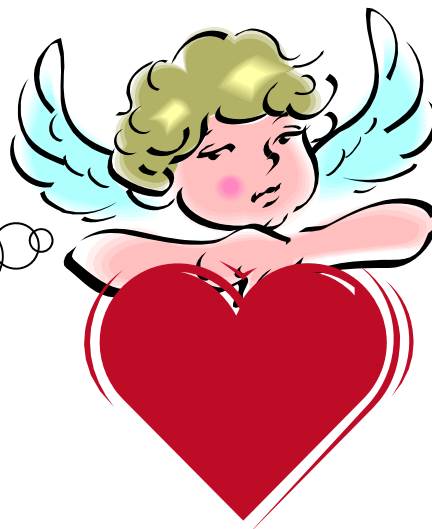
DEPENDABLE

DEDICATED

PROFESSIONAL

SUPPORTIVE

RESPONSIBLE



100 WAYS TO SAY VERY GOOD!

Children thrive in a climate of love, so give your child plenty of praise, warmth, and physical signs of affection. Children need pats, smiles, and approval.

Look for good behavior you want to strengthen, and then say “very good” to children in a variety of ways. Here are some suggestions:

I'm proud of the way you worked today.
You're doing a good job.
You've just about got it.
That's the best you have ever done.
That's it!
Congratulations!
I knew you could do it.
That's quite an improvement.
Now you've figured it out!
You are doing that much better today.
Now you have it.
Not bad.
Great!
You are learning fast.
Keep working on it, you're getting better.
Good for you!
Couldn't have done it better myself.
You make it look easy.
You really make my job fun.
That's the right way to do it.
One more time and you'll have it.
You're getting better every day.
You did it that time!
That's not half bad!
Wow!
That's the way!
Nice going.
Excellent!
Perfect!
That's the best ever.
You're really going to town!
Fine!
Way to go.
Now you have the hang of it.
Congratulations. You got it right.
You've got your brain in gear today.
Much better!
Wonderful!
You've just about mastered that!
That's better than ever.
Nice going.
Outstanding!
Now that's what I call a fine job!
You did that very well.
You must have been practicing!
Fantastic!
You're doing beautifully.
You're really improving.
Right on!
Superb!
Good remembering.

Keep it up!
You did a lot of work today!
You've got that down pat!
You certainly did well today.
Tremendous!
You're doing fine.
Good thinking!
You are really learning a lot.
Keep on trying!
You outdid yourself today!
I've never seen anyone do it better.
Good for you!
Good going!
I like that.
I'm very proud of you.
That's a good (boy or girl)
I think you've got it now.
Good job (name of child)
You figured that out fast.
You remembered.
That's really nice.
It's great to teach when you work like that.
You're right!
Clever!
That makes me feel good.
That's great!
That's it!
Way to go.
Well, look at you go!
Terrific!
You've got it made.
That's right!
You're on the right track now!
That's good!
You are very good at that.
Now you've figured it out
Sensational!
You haven't missed a thing.
That's the way to do it!
Keep up the good work.
That's better.
Nothing can stop you now!
That's first class work.
That's coming along nicely
Dynamite
Good work!
I'm happy to see you working like that.
You're really working hard today.

“You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face... you must do the thing you think you cannot do.”

-Eleanor Roosevelt

INFORMATION

SAINT KATHARINE DREXEL SCHOOL
MS. JENNIFER CROMBIE
PRINCIPAL



GRADES Pre School, 4K, 5K-8

503 South Spring Street
Beaver Dam, WI 53916
Phone: 920-885-5558
Fax: 920-885-7610
Website: www.skds.org.
Like us on Facebook.
Visit us often!

Coffee is provided for professional and volunteer staff in the teacher's workroom.

Please call school at your earliest convenience when unable to meet your commitment. Volunteers are never expected to make substitutions when there is a last-minute urgent problem. In that case, simply call the school office to notify the staff members that you will not be available. However, it is especially appreciated, when volunteers make arrangements for substitutions whenever possible.





Ode to a Volunteer

Many will be shocked to find
When the Day of Judgment nears
That there's a special place in heaven
Set aside for volunteers.
Furnished with big recliners,
Satin couches and footstools,
Where there's no committee chairperson
No group leaders or carpools.
No eager team that needs a coach
No bazaar with a bake sale,
There will be nothing to staple
Not one thing to fold or mail.
Telephone lists will be outlawed,
But a finger snap will bring
Cool drinks and gourmet dinners,
And rare treats fit for a king.
You ask, who'll serve these privileged few
And work for all they're worth?
Why all those who reaped benefits,
And not once volunteered on earth.
(Author unknown)