

Private School Choice Program Disclosure of Information

St. Katharine Drexel School
503 South Spring Street
Beaver Dam, Wisconsin 53916
920-885-5558

School Contacts

1. Ms. Barbara M. Haase, 920-885-5558, haaseb@stkatharinedrexelbd.org
2. Mrs. Patty Schmitt, 920-885-5558, schmittp@stkatharinedrexelbd.org
3. Mrs. Judy Wilson, 920-885-5558, wilsonj@stkatharinedrexelbd.org
4. Mrs. Sarah O'Brion, 920-887-2820, obrions@stkatharinedrexelbd.org

School Organization Structure

St. Katharine Drexel is a not-for-profit organization.

School Governing Board Members

1. Rev. Michael Erwin
2. Mrs. Jill Kaufmann
3. Mrs. Heather Eggers
4. Mrs. Deb Hanks
5. Mrs. Tricia Cargen
6. Mrs. Lilia Avalos
7. Mrs. Jennifer Nampel
8. Mrs. Angela Davis
9. Mrs. Jenny Wendorf
10. Mrs. Angela Zwald

Application Appeal Process

CHOICE APPEALS PROCESS

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

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

Transfer of Credits Policy

TRANSFER OF CREDITS

When accepting a new enrollee, SKDS

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

High School Diploma Policy

SKDS serves students preschool through 8th grade; and therefore, does not issue high school diplomas

Non-Harassment Policy

HARASSMENT (5131.1)

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. This is extended to activities that take place off campus.

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

- Bullying (See also entries on Bullying, the SKDS Discipline Policy, and Code of Christian Conduct.)
- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances
- Sexual comments, jokes, or gestures
- Physical or mental abuse

Reporting Procedure

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.

- 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.

Suspension and Expulsion Policy

PROBATION, SUSPENSION, and EXPULSION POLICY (5144)

Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health or safety of others or is disruptive to the learning environment. Examples of, but not limited to, serious behaviors, are:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possession, sale or use of illegal drugs or alcohol
- Vandalism and stealing
- Fighting
- Physical or verbal harassment, assaults, or behavior intended to cause harm or fear, including frequent use of profanity or vulgarity
- Bullying, Cyber Bullying, or any aggressive behavior that includes threats, intimidation, socially exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another.
- Consistent disruptive conduct jeopardizing the learning environment
- Consistent disobedience and disregard for school regulations including refusal to abide by dress code.
- Truancy
- Intoxication
- Sexual Assault

PROBATION (A conditional enrollment during a trial period.)

A student may be placed on probation for a trial period by the school Principal/Administrator. After conferences are held with the student's parent/guardians and relevant school personnel, the Principal/Administrator sets conditions for release from the probation. The Principal/Administrator's decision is final. (See also Admissions)

SUSPENSION (A temporary termination of enrollment until stipulated conditions are met.)

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent/guardians of a suspended student are given prompt notice of the suspension and the reason for the action.
3. In-counseling, (a conference between the child and Principal/Administrator) shall be held prior to the child's return to formal classes; this shall be considered an important aspect of the correction procedure.
4. Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

EXPULSION (A termination of enrollment permanently or for an extended period.)

Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal or neglect to obey school rules, or conduct at school or when involved in a school activity on or off campus, or while under supervision of a school authority which endangers property, health or safety of others and is deemed to be in the best interest of the school. Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/Designee will be informed before any action leading to expulsion is taken.

EXPULSION PROCEDURES

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to:
 - expel
 - suggest other disciplinary actions in lieu of expulsion
 - exonerate the student of any wrong doing.
5. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn, up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

EXPULSION HEARINGS IN ELEMENTARY AND MIDDLE SCHOOLS PROCEDURAL GUIDELINES

- Insure that elements of the Suspension Policy and Expulsion Policy as outlined in P & R 5144 have been followed. The local disciplinary code and policies need to be consistent with those of the Archdiocese.
- The Expulsion Hearing Committee is composed of 3-4 people. One of these hearing committee members needs to chair/facilitate the hearing, not the pastor.
- An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (say up to maximum of 30 minutes) to present the chronology of events that led up to the initiation of the expulsion process along with the supportive documentation & rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for, questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parents(s).
- The right to appeal to the Superintendent of Schools is noted in the letter to the family if proceeding with expulsion (as per the expulsion process outlined in P & R 5144).

Visitor Policy

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

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 Spring Street Office Doors
 - Gym Lobby Doors will remain locked
- Inner Court Doors Monitored
 - AM: Personnel remain at door from 7:45-8:10AM
 - PM: Personnel remain at door from 11:55AM-12:10PM
 - 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 Spring Street entrance during the school day.

1. The designated entrance is the main door off Spring Street.
2. **All doors including classroom doors will remain locked during the day.**
3. **ALL** visitors must report to the office to sign in and sign out.
4. when visitors are buzzed in, they will be asked who they are prior to entering and/or physically identified before being permitted to enter.
5. All visitors will be required to sign in and sign out, returning the visitor badge upon leaving.
6. **Visitors will be escorted to their destination or the person with whom they are meeting will come to the office to meet them.**
7. Students and Staff **WILL NOT OPEN** doors for any person.
8. All visitors must enter through the Spring Street Entrance.
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.

Academic Standards

Academic standards can be found by clicking on the link below:

<https://www.archmil.org/Education/Curriculum.htm>