



St. Andrew Parish  
& School

115 South 7th Street \* Delavan, WI 53115 \* (262) 728-6211

[www.standrews-delavan.org](http://www.standrews-delavan.org)

# **St. Andrew Parish School Student/Parent Handbook 2022-23**

*St. Andrew Parish School is where faith and knowledge meet. We are called to Teach, Reflect, and Live the Gospel.*



## **DISCLAIMER**

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

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

## **ADOPTION OF THE ARCHDIOCESE OF MILWAUKEE OFFICE FOR SCHOOLS POLICIES AND PROCEDURES**

St. Andrew Parish School operates under the auspices of the Archdiocese of Milwaukee. Therefore, St. Andrew Parish School adopts all policies outlined in the Parish and School Policy Manual published by the Office of Catholic Schools of the Archdiocese of Milwaukee. The school principal, faculty, and School Advisory Council must follow all Archdiocese policies. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Archdiocese of Milwaukee.

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## **ACADEMICS**

### ***PowerSchool***

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

### **Instructional Program**

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

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

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

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

### **Assessment & Evaluation Policy**

Students in 1<sup>st</sup> grade through 3<sup>rd</sup> grade earn Proficiency Grades of

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

Students in 4<sup>th</sup> through 8<sup>th</sup> grades will earn Proficiency Grades of

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

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

In addition, the State Standards/Exit Expectations for each curricular area are assessed throughout the year. There will be information on the report card that tells how well the child is developing in each standard.

### **Academic Excellence**

St. Andrew Parish School Academic Excellence will be measured with the *Presidential Academic System* recognizing *Advanced/Proficient* Gold Students and *Developing/Emerging* Silver Students. Academic Excellence is based on academic growth throughout the year.

### **Homework vs. Skill Work**

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

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

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

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

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

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

Students who are ill or absent due to family obligations have one day per absence to complete and turn in any missing assignments. For example, if a student is absent for one day, that child has one full day to complete the assignments. If your child is ill on Monday, they have all of Tuesday to complete the assignments, and the work must be turned in on Wednesday. If your child misses Monday and Tuesday,

they have two days to complete the work (Wednesday and Thursday). All work would then be due on Friday. Any difficulties meeting this guideline should be discussed with the student's teacher.

### **Computer Network Use**

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

Appropriate or acceptable educational uses of these resources include:

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

### **Identifying and Providing for the Student with Special Needs**

Whenever a teacher, parent, or principal initiates a concern related to a physical, social, emotional, behavioral, or learning difficulty about a child, a Collaborative Consultation (CC) is scheduled. The CC is scheduled via the principal.

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

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

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

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

### **Library/Learning Media Center**

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

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

### **Physical Education Requirements**

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

All students in 5<sup>th</sup> through 8<sup>th</sup> grades are required to wear gym uniforms (Physical Education Top) that are sold through the school and their own Athletic/School Appropriate Shorts from home.

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

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

Promotion, retention, and acceleration of students are based on many different criteria, such as intellectual ability, chronological age, social development, etc. For recommended retention or acceleration, conferences will be held with the parent(s), teacher(s), and the principal. Conferences will include the reasons for the recommendations and a review of the student's records and other data. Conference objectives will aim toward a mutually agreed upon decision between the parents and the school. The principal makes the final decision regarding retention or acceleration.

## **Athletic Eligibility Policy**

### **Initial Eligibility:**

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

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

### **Continued Eligibility**

Once a student has successfully met the *initial eligibility* requirements, they must meet the following criteria for *continued eligibility*:

- All students will be presumed eligible for the first quarter. Students will be deemed eligible or ineligible for the second quarter based on the grades of the first quarter. Students will be considered eligible for the third quarter based on the grades of the second quarter. Students will be deemed eligible for the fourth quarter based on the grades of the third quarter. Eligibility is determined on the day report cards are sent home. After a two-week academic period, ineligible students may be reviewed for eligibility again. Ineligible students cannot participate in practices, games, or any other possible team-based activities.
- A student will not be able to participate in a game or practice if they have been absent from school on that day unless the absence is excused by the principal (as in the case of a family emergency or doctor appointment) (5-05-10: St. Andrew Parish School Committee).
- Any student excused from Physical Education class due to a medical excuse from a doctor or parent will not be able to participate in an athletic practice or game on the day of the excuse.

## **ADMISSIONS**

### **Admission Policy Guidelines (12-16-93: St. Andrew Parish School Committee and St. Andrew Parish Council)**

St. Andrew Parish is committed to maintaining a Parish Kindergarten-8<sup>th</sup> grade School to benefit parishioners and the community. Students of all races and creeds are welcome to attend St. Andrew Parish School, but priority will be given to students of families who are active members of St. Andrew Parish. Archdiocesan guidelines will be followed regarding the admission of all new students (Archdiocesan Policy 5110).

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

- To all students currently enrolled;

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

### **Parishioners and Students in *Good Standing***

An active parishioner is defined as a registered parishioner (with the Parish Office) who is a practicing Catholic, participates in the worshipping community, and contributes (documented through the Parish Office) to the time, talent, and treasure stewardship program of St. Andrew Parish to the best of their ability. Parents with students enrolled in the school are expected to participate in school activities. Parents with students enrolled in the school are expected to enter an annual tuition agreement (see page 13).

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

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

### **Academic Class Size Policy (4-21-95: rev 4-12-05: St. Andrew Parish School Committee and St. Andrew Parish Council)**

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

### **Kindergarten Admission (Archdiocese of Milwaukee Policy 5111 and WI State Statute 118.14)**

No student may be admitted to 5-year-old Kindergarten unless the student is five (5) years old on or before September 1<sup>st</sup>, the year they propose to enter school. No student may be admitted to the first grade unless they are six (6) years old on or before September 1<sup>st</sup> in the year they propose to enter school.

### **Early Admission into First Grade or Kindergarten (Archdiocese of Milwaukee Policy 5111.1)**

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

The procedures for admission of underage children are as follows:

- The parent applies to the principal, and an interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- A screening or assessment program will determine the student's school readiness.
- Early admission to Kindergarten or 1<sup>st</sup> grade is considered on a trial basis. If the student does not adjust to the school within a reasonable period, the principal may request that the parents withdraw the student and enroll them at the regular age.

### **Gender Policy (per the Archdiocese of Milwaukee)**

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

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

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

### **Probationary Period (Archdiocese of Milwaukee Policy 5110)**

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

### **Entrance Screening (Archdiocese of Milwaukee Policy 5110)**

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

## **TUITION & FEES**

### **Tuition**

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

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

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

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

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

#### **Tuition and Fees** (Archdiocese of Milwaukee Policies 3240 and 5125.2)

The parish community of St. Andrew recognizes that the Christian education of its children is a significant responsibility. Parish families share the school's financial support through regular contributions to the Parish. School families through their parish support, tuition, and various fundraising events. The success and effectiveness of the school and its integration into the whole parish community depend significantly upon the involvement of the parents, not only in the reinforcement of the religious formation that takes place daily in the school but also by volunteering whenever possible and supporting your parish in other ways.

#### **Tuition Policy** (May 2017)

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

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

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

If these criteria are not met by the 2<sup>nd</sup> Semester of each Academic Year, or a meeting has not been held with the Pastor, then Non-Parish Member rates will apply to tuition costs.



## **Tuition Collection Procedures**

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

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

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

## **Financial Assistance**

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

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

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

## **Financial Hardship**

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

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

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

## **Tuition Refunds**

Families who leave St. Andrew during the school year early and have any unused/paid portion available may get a full refund of their tuition with the approval of the principal and pastor.

## **Student Records**

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

- Student records will not be transferred until all financial payments are made to St. Andrew Parish School.

## **Tuition and Fee Schedule**

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

## **Tuition Assistance Program (Friends of St. Andrew)**

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

The amount of assistance granted will be determined by family needs and the funds available in the Friends of St. Andrew Tuition Assistance program. The amount of aid given could fluctuate by the applicant and by year based on the above contributing factors.

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

## **Fundraising**

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

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

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

## **Athletic Fees**

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

## **PHYSICAL EXAMINATION OF STUDENTS**

It is required that the result of a physical exam by a licensed physician is to be filed for each student upon entering kindergarten.

All students who wish to participate in interscholastic sports teams must have a physical examination and approval form before participation, but not before May 1. The physician's approval allows for two years of participation.

## **Pupil Immunization Requirements**

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

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

Please note:

- A second MMR vaccination is required for incoming kindergartners and students entering 6<sup>th</sup> grade.
- Measles and rubella vaccines must be received on or after the first birthday.
- If your child received the third dose of DPT/DT/TD or polio after the fourth birthday, further doses of these vaccines may be recommended but not required.
- Verification of these vaccinations is required.

## **ATTENDANCE**

### **Absences (Archdiocese of Milwaukee Policy 5113)**

It is the school's and the home's shared responsibility to assist students in developing desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family,

a medical appointment, or whenever the principal considers that exemption from attendance is in the student's best interest.

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

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

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

### **Compulsory School Attendance (Archdiocese of Milwaukee Policies 5112, 5113)**

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

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

- Process and potential consequences school may impose for excessive tardiness and/or absences
  - In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.

- There is no legal number of absences that, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan to address a student's chronic tardiness or absences. The satisfactory completion of the said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

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

### **Tardiness (Archdiocese of Milwaukee Policy 5113)**

Children must develop good habits of punctuality and responsibility. When a child is late for class, they disturb the teacher and the other students and lose valuable class and instruction time. Any child who arrives at school after 8:30 am is considered tardy and must sign in at the office. Excessive tardiness will necessitate a parent, student, & principal conference to determine a plan to best help the student.

Please note: Occasionally, school buses have delays, and students arrive late. The students are not considered tardy when the school buses are at fault.

### **ILLNESS**

As a courtesy to other families, students, and staff, please do not send your child to school when they are ill. Except for emergency first aid, school personnel may not give treatment for illness or bodily injury. Fever, nausea, rashes, earache, etc., are symptoms a parent should have checked before sending a student to school.

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

If a student has been ill, they should not return to school until ready to participate fully in all school activities, including recess. Generally, if students are well enough to be in school for classes, they are well enough to go outside and get some fresh air during recess. If an exception is needed due to a chronic health condition, a note must be brought from home stating the reason for remaining indoors during recess, the date the student may resume outdoor activities, and a parent's signature.

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

## **SCHOOL DAY RELEASE**

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

## **BICYCLES**

Bicycles are to be walked on the school grounds. Students are to lock bikes in the bike racks near the wood chips by Grove Street. Students cannot tamper with or ride bikes during the school day. The school is not responsible for damaged or stolen bicycles.

At the end of the school day, bike riders are dismissed after the busses leave from the Grove Street door. Any bike rider who needs to cross 7<sup>th</sup> Street, Walworth Avenue, or Racine Street must cross at the stoplights under the supervision of the crossing guard.

## **TRANSPORTATION**

### **Bus Transportation** (Archdiocese of Milwaukee Policy # 3541)

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

### **Car Riders** (September 2016)

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

## **CELL PHONES**

Cell phones may be brought to school for use before or after the school day. During the day, which includes break time and lunchtime, cell phones must be turned off and given to the teacher for safe storage during the day.

Cell phones may be used only with the teacher's permission for a specific reason, such as during a class lesson using technology or contacting family in an emergency.

If a student is found with their cell phone in their possession during the school day, the following will occur:

- The cell phone will be confiscated and can be returned at the end of the day.
- If this becomes a chronic issue, the student will need the parent to come to the school office to pick up the cell phone.

### **ADDRESS, PHONE, EMAIL INFORMATION**

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

### **CHILD CUSTODY (Archdiocese of Milwaukee Policy 51 24.2)**

When a student is the subject of a court decree, St. Andrew Parish School requests the custodial parent to submit a copy of the court decree about the student. St. Andrew Parish School abides by the provisions of the Buckley Amendment concerning the rights of the non-custodial parents.

If the parent with whom the child does NOT live requests student information, a copy of the student report card shall be issued in conformity with Wisconsin Statute 118.125 (2), (a) unless the parent with whom the child does not live has been denied periods of physical placement with the child by the Court under Wisconsin Statute 767.24 (4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wisconsin Statute 118.125 (2), (m).

### **Child Abuse (Arch Policy 5140)**

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

## **CLASS SIZE**

Please see "Class Size Policy" under ADMISSIONS in this handbook.

## **COMMUNICATION WITH FAMILIES**

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

### ***PowerSchool – Parent Alert System***

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

### **Emails**

St. Andrew Parish School uses a Google-based email system. Email to a teacher, School Office, or Pastoral Staff should use the designated *Google* domain address: [@standrewsparishschool.com](mailto:@standrewsparishschool.com). Please see the appendices for the School Staff Email List.

### ***Google Classroom***

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

### **Teacher Communication**

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

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

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



## ***Ready, Set, Goal***

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

## **Fall & Spring**

These required conferences are a time to share with parents their student's learning and skill acquisition at that time. Interventions or enrichment opportunities are discussed as well. Student achievement on any formative, summative, MAPS, or ITBS results will be discussed. Student behavior and liturgical standing within the Parish will be discussed.

## **Impromptu Conferences/Meetings**

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

## **Formal Reports to Parents**

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

## **Student Records**

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

## **RECONCILIATION PROCEDURE FOR PARENTS (Archdiocese of Milwaukee Policy 1312(a))**

Peace is the process of working to resolve conflicts in such a way that both sides are satisfied, with increased harmony as the outcome of the conflict and its resolution. Conflict occurs most frequently

when there is a lack of communication. As a Christian community, we are committed to a more cooperative, mutual communication style. For this reason, we have established a process to be used when concerns or problems arise that brings people together to listen to one another. The procedure for handling complaints is as follows:

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

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

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

After receipt of the letter, the supervisor will provide the employee with five work days to respond and then schedule a meeting of all parties within ten days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

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

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

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

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

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

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

## **DAILY SCHEDULE**

### **Before School**

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

For the safety of our students, please do not drive on the playground while students are outside. All drivers should use 8<sup>th</sup> Street, Grove Street, or the curbside/school-side of 7<sup>th</sup> Street to drop their students off.

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

### **Start of the School Day**

The school doors open at 8:15 am each morning. Students have time to take care of belongings and business, such as delivering messages, etc.). Some classes begin at 8:20 am, others at 8:30 am, with a prayer and the Pledge of Allegiance. Depending upon the class, morning and afternoon snacks are taken. Kindergarten-1<sup>st</sup> grade students are provided milk at 25 cents, and all other students can bring in a designated, safe, nutritional beverage in a clear container during snack time. No energy drinks or sodas are allowed.

### **Lunchtime**

- Lunch is at 11:45 am for 1<sup>st</sup> – 4<sup>th</sup> grades (Lunch Recess at 12:15 pm - 12:40 pm)
- Lunch is at 12:15 pm for 5<sup>th</sup> – 8<sup>th</sup> grades (Lunch recess at 12:00 pm - 12:15 pm)

### **End of the School Day**

Dismissal from school is at 3:15 pm. Students who ride busses are dismissed out the doors on the south side of the building, leading to Grove Street.

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

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

Bike riders are dismissed after the busses leave from the Grove Street door. Any bike rider who needs to cross 7<sup>th</sup> St., Walworth, or Racine Avenue, must walk and cross at the stoplights under the supervision of the crossing guard.

### **Changes in Your Child's "Departure from School" Routine**

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

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

## **DISCIPLINE**

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

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

### **School Rules (Kindergarten – 8<sup>th</sup> grade)**

- Accept people for who they are and their job.
- Respect others' right to learn and the Teacher's right to teach.

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

#### **Playground Rules:**

- No balls on the wood chips.
- No jumping off of the equipment.
- Slide down the slide; do not crawl up the slide.
- Swings only go back and forth, not side to side or twisting.
- No throwing or kicking the ball against the wall.
- Jump ropes are for jumping only.
- No climbing on the fenced wall.
- Ask permission to get balls from the road, beyond the orange cones, or yard.
- Do not throw wood chips, leaves, or snowballs.
- No sliding on the ice.
- Must have boots and snow pants to play on snow mountains or snow-covered wood chips.
- No pushing others down from the climber or snow mountains.
- The first bell means recess is over. The second bell means silent, facing forward, hands to self.

#### **Liability**

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

#### **School Safety Reporting**

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

enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

### **Police Questioning (Archdiocesan Policy 5145)**

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

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

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

### **PROBATION, SUSPENSION, & EXPULSION POLICY (Archdiocesan Policy 5114)**

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

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

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

#### **Probation**

The school may place a student on probation for a trial period determined by the principal. After conferences with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

#### **Suspension**

Suspension is a temporary termination of enrollment until stipulated conditions are met. Before any suspension, the student must be advised of the reason for the proposed suspension. The parent or

guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-school or out-of-school suspensions can be from 1-5 days as decided by the principal. In-school suspension conditions are to be determined by the principal. In-school suspension of students remains the responsibility of the school.

## **Expulsion**

Expulsion is a termination of enrollment permanently or for an extended time. Expulsion shall be considered a rarity and used only as a last measure. Expulsion results from repeated refusal to obey school rules or conduct that endangers property, the health, or the safety of others and is deemed in the school's best interest. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered expelled. Students not allowed to return due to failure to meet required academic standards are not considered expelled. These academic requirements are well articulated in the Family Handbook.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken. Expulsion procedures are as follows:

- The actions and procedures for probation, suspension, or expulsion shall be published in the Family Handbook.
- Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.
- 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 ensure objectivity, and procedures should be easily identified in the school handbook.
- The hearing committee makes a written recommendation to the Pastor and Principal.
- Suggest other disciplinary actions instead of expulsion.
- Exonerate the student of any wrongdoing.

## **DRESS CODE (Adopted St. Andrew Parish School Policy, August 17, 2021)**

The hallmark of St. Andrew's dress code is Christian modesty: It allows students to focus on academics rather than on dress. It helps to eliminate competition for expensive and or fad clothing. It helps the student when getting ready for school in the morning.

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

## **Shirts for Boys and Girls**

Students are to wear a solid green short or long sleeve polo shirt. Shirts with the school logo are preferred but not mandatory. The new darker green color adopted by the school in the 2016/17 school year is to be worn.

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

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

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

## **Boys' Pants or Shorts**

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

## **Girls and Boys Uniform Guidelines**

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

## **Sweatshirts**



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

### **Mass Days Dress Code**

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

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

### **Physical Education Uniforms**

- Students in 5<sup>th</sup> – 8<sup>th</sup> grades will be required to wear a St. Andrew's Physical Education Shirt and athletic shorts (school appropriate). Students will change into and out of their physical education attire during their physical education class time. Students will take these items home weekly to get laundered. Physical education attire may change due to activity and may not require changing at all; that will be at the discretion of the Physical Education Teacher. St. Andrews Physical Education Uniforms will be available to be purchased from the School Online Store (MMPR) during fall registration and throughout the school year in the School Office.
- Students who do not participate in physical education due to not having their required physical education uniform for that day will make them ineligible for any/all athletic events scheduled for that day.
- Parental Role: While the faculty and staff are responsible for reviewing and responding to student appearance, the school expects the parents to monitor the appearance of their children before the child even enters the building. As a reminder, parents need to supervise their child's clothing choices and guide them in making the correct choice. We expect the basic philosophy at home to be this: if it is questionable whether an item of clothing would be acceptable, then do not wear it to school.

### **ELECTRONIC ITEMS**

As we venture into a 21<sup>st</sup> Century Learning Environment, the use of technology is imminent. It is possible that throughout any given day at school, your student will be using a wide variety of technology, such as PCs, *iPads*, and *Chromebooks*. As learning is becoming more innovative, there might be a time when a teacher asks students to bring in technology such as a laptop, *iPad*, MP3s, or cell phone for a lesson. This is considered an acceptable time for using and bringing technology to school. These times will be communicated in advance by the teacher the reasons for why, when, and how this technology will be used. Still, under the Technology Appropriate Use Policy, even though it may be a student's personal property, it can be confiscated if used inappropriately and unsafely at school.

If students are not authorized to use their electronic items at school, we recommend they be kept at home so they are not lost or stolen. However, if the parents decide, we recommend the technology be powered off and kept in the student's backpack for safekeeping. If this becomes a chronic issue (more than 2x), the items will be confiscated and brought to the School Office for parental pick up.

## **EMERGENCY PROTOCOLS**

### **Emergency Information** (Archdiocese of Milwaukee Policy 6114.1):

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

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

### **Emergency School Closing** (Archdiocese of Milwaukee Policy 6114.6)

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

*Google* Email will be used to notify parents.

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

If there is a need to dismiss school early due to inclement weather, a parent/guardian will be notified by email through *Google* Email.

### **Emergency Evacuation of School**

If St. Andrew Parish School were evacuated for any emergency reason (e.g., fire), all students would be evacuated to Delavan Christian School, located at 820 Oak Street, phone 262-728-5667. Students would wait to be transported home from there. In this type of emergency, we will make every attempt to notify you through our phone-calling tree and make such an announcement on the radio stations mentioned above.

### **Emergency Lockdowns**

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

## **Emergency Weather or Fire**

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

## **CO-CURRICULAR OPPORTUNITIES (Archdiocese of Milwaukee Policy 6145)**

### **Philosophy**

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

St. Andrew Parish School offers *Knowledge Quest*, soccer, volleyball, basketball, band, Ski Club, and Art Club as Co-Curricular activities. These activities are open primarily to students in the upper grades and are entirely voluntary.

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

All of our extra-curricular activities are supervised/coached by volunteers. Please call the school office if you are interested in helping with any of these activities or have another activity in mind. We're always open to more help!

### **Athletic Philosophy and Policy**

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

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

- All team members who practice with the team during the week will play at that week's game.
- Team rosters will be set at the beginning of the season. Members of a team will play only on their designated team.

- Exceptions may be made before the season when there aren't enough players to set rosters.
- Exceptions may be made during the season, with the approval of all involved coaches, the Athletic Director, and the principal in special situations such as injury or illness.

### **Basketball for Kindergarten – 4<sup>th</sup> Grades**

Kindergarten through 4th-grade students may participate in a Saturday morning recreational basketball program. This runs for six weeks in January and February. Emphasis is on fun, friendships, sportsmanship, and beginning basketball skills. Volunteers are needed to run this program.

### **Basketball Teams for 5<sup>th</sup> – 8<sup>th</sup> Grades**

St. Andrew's sponsors basketball teams for interested students in 5<sup>th</sup> – 8<sup>th</sup>. Basketball season runs from November through March, with practices during the week after school and evening hours.

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

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

### **Girls Volleyball for 5<sup>th</sup> - 8<sup>th</sup> Grades**

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

Coaches for the Volleyball Team are volunteers, and family members of players are expected to help with supervision, set-up, clean-up, and ticket sales.

### **Co-ed Soccer 5<sup>th</sup> - 8<sup>th</sup> Grades**

Co-Ed Students (Boys and Girls) in 5<sup>th</sup> – 8<sup>th</sup> grades may participate in the St. Andrew's Soccer Program. Practices will be held during the week after school. Games are played against local private, Parochial Schools. Parents are responsible for getting their children to any practice or game located off the school site.

### **Student Council**

Students in 5<sup>th</sup> – 8<sup>th</sup> grades are invited to join the Student Council. The Council meets monthly with a teacher-advisor to promote school pride and plan and run selected special events such as Red Ribbon Week and Catholic Schools Week. There are no elections to join Student Council; all are welcome.

## **FIELD TRIPS**

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

Trained staff, member/volunteer, or the student's parent must administer medication to a student while on a field trip.

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

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

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

Specific field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the Pastor/parish director/president and the principal/religious education director. All funds raised must pass through the Parish/school and be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

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

## **HOT LUNCH PROGRAM**

The hot lunch program is available and provided by the Delavan School District. Lunches may be purchased by the week or month, and payment is due to the office before the 10<sup>th</sup> of the month to avoid a late fee. The cost of hot lunch will be included on the hot lunch menu, which is sent home at the beginning of the month.

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

**WELFARE, HEALTH, AND SAFETY (Archdiocese of Milwaukee – Policy 5104.4,**  
**approved: 5/11/2006)**

**Nutrition Education**

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

- Students receive interactive nutrition education that teaches them the skills to adopt healthy eating behaviors.
- Nutrition education is offered in the school lunchroom and classroom, with coordination between the foodservice staff and teachers.
- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community, and media.
- Health education curriculum standards and guidelines include both nutrition and Physical Education.
- Nutrition is integrated into the Health Education class and other core curricula (e.g., math, science, language arts.)
- Schools link nutrition education activities with the school health program.
- Staff who provide nutrition education have appropriate training.

**Physical Activity**

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

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

**Other Recommended Inside and Outside School Activities**

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

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

**School Wellness Policy: (Archdiocese of Milwaukee Policy 5140.4 (b), approved: 5/11/2006)**

**School Nutrition Guidelines**

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

- Provide a positive environment and appropriate knowledge regarding food. Ensure that all students have access to healthy food choices during school and at School functions. Provide a pleasant eating environment for students and staff.
- Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
- When using food as a part of a class or student incentive program, staff and students are encouraged to utilize healthy, nutritious food choices.
- When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
- Reduce student access to foods of minimal nutritional value. Ensure the integrity of the school breakfast or lunch program by prohibiting food and beverage sales that directly conflict with the lunch/breakfast programs.
- Educating students about healthy foods

The principal shall ensure that the school wellness policy is implemented and that there are measurable goals.

**School Food Allergies Regulations (Archdiocese of Milwaukee – Policy 5140.4 (c), approved: 5/11/2006)**

**Food Allergies**

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

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

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

**In-School Medical Checks**

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

**Suicide Prevention and Awareness (Archdiocese of Milwaukee Policy 6164)**

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

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

**MEDICATION (Archdiocese of Milwaukee Policy #5140.2a)**

**Administration of Medication to Students**

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



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

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

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

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

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers.

An elementary student who carries an emergency medication on their person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. This form states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of their emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide the school with a copy of a health care plan for a student who requires an emergency prescription medication.

Medication consent forms are available as a single sheet as an APPENDIX to this handbook. Forms are also available on the school website or can be obtained from the school office.

## **ASBESTOS NOTIFICATION**

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

## **PARENT/FAMILY SCHOOL & PARISH INVOLVEMENT**

**Parent Meetings** (St. Andrew Parish School Committee Policy, May 1999: revised January 2001, & March 2017):

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

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

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

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

### **Getting Involved**

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

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

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

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

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus, or St. Vincent de Paul, yet use the parish or school as a sponsor

or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Advisory Board is not an affiliated organization.

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

### **School Advisory Committee**

This is an elected group of school parents. Its function is to form and recommend school policy, help establish and monitor the school budget, fund-raising, long-range planning, public relations, recruitment, and retention, and promote St. Andrew Parish School. Elections for seats on the School Advisory Committee occur each spring and are for three-year terms.

### **Parent Volunteer Association**

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

### **Athletic Committee**

This is a volunteer group comprising a minimum of five (5) members and not more than eight (8); this includes the Athletic Director(s) and principal. Any parent or guardian of a St. Andrew Parish School or Religious Education Program student interested in our athletic program is eligible to serve on this committee.

### **Technology Committee**

This group meets to oversee the implementation of our school technology plan. The committee is voluntary and will welcome new members any time during the year.

### **Volunteer Expectations**

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

- Each family is asked to review and complete the volunteer sign-up sheet and watch the family envelope for opportunities to volunteer.
- To help with any athletic events. If one has a child participating in Athletics here, one has to sign up during the Athletics Parents' Meeting for your student to participate.

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

## **RELIGIOUS EDUCATION/FORMATION**

### **Daily Classes**

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

### **Liturgy**

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

### **Prayer**

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

### **Sacramental Instructional Programs**

#### **First Eucharist**

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

#### **First Reconciliation**

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

## **SCHOOL PROPERTY (Archdiocese of Milwaukee Policy 5145.2)**

### **Care of Books/School Property**

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

### **Search and Seizure (Archdiocese of Milwaukee Policy 5145)**

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

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

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

Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Law officers appearing with duly processed search warrants will be accorded the right to inspect as per the court's order.

## **SCHOOL OFFICE**

The school office is open when school is in session from 8:00 am to 3:30 pm. All calls regarding school business should be placed to 262-728-6211. Teachers are not called from class during teaching hours to answer phone calls. When necessary, you may leave a message, and teachers will return your call during their planning time or email them accordingly.

## **SUMMATIVE and FORMATIVE EVALUATION (Archdiocese of Milwaukee Policy 5120.1)**

### **Forward Exam (WI-DPI)**

The Archdiocesan standardized testing program consists of the WISCONSIN FORWARD SUMMATIVE ASSESSMENT is mandatory for students in 3<sup>rd</sup> – 8<sup>th</sup> grades. Students' knowledge and skills in Math, Language Arts, and Reading will be measured. Students in 4<sup>th</sup> and 8<sup>th</sup> grades will also be evaluated in Science and Social Studies. This test is usually administered during April.

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

During this same time (March of the year for 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades), students are given standardized assessments of knowledge of our Catholic faith and traditions. The results are intended solely to assess our curriculum, experiences, and methodology in the teaching of religion.

### **MAPS Formative Test**

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

### **STUDENT TRANSFERS/WITHDRAWALS**

If a family is going to move and this will involve a change of schools, parents are asked to notify the school in advance so that the necessary forms can be completed before the child leaves the school.

No records may be sent to another school without the parent's written permission. All school and library books must be returned, and all outstanding financial obligations met.

Official transcripts can be withheld until all financial obligations are met (St. Andrew Parish School, May 2017)

### **VACATIONS DURING THE SCHOOL YEAR**

There is no way to replicate the classroom experience after a child has been absent. For that reason, it is highly recommended that parents try not to schedule vacations when school is in session. If a vacation during school time is unavoidable, parents are asked to notify the school office and teacher as early as possible.

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

### **SCHOOL VISITS and CALLS**

Parents are welcome to visit the school during the day; however, due to security, testing, field trips, or other events, it is a good idea to call the School Office before your visit. Please report to the School Office upon entering the building.

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

Appointments should be made in advance by emailing the teacher directly or calling the school at 262-728-6211.

### **Lost and Found Articles**

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

### **COVID-19 UPDATE**

At the time of the release of this handbook, the procedures necessary this year due to COVID-19 are unknown. Changes will be communicated with you during the school year to keep the students and staff safe.







## St. Andrew Parish School Calendar 2022-23

### August

Wednesday, August 17<sup>th</sup> - Packet Drop-Off Day 11:00 am - 6:00 pm

Wednesday, 31<sup>st</sup> - *Ready, Set, Goal* 3:30 am - 8:00 pm

### September

Thursday, September 1<sup>st</sup> - *Ready, Set, Goal* 8:00 am - 11:00 am

Friday, September 2<sup>nd</sup> - *Sustaining the Mission*

Tuesday, September 6<sup>th</sup> - First Day of School

Friday, September 16<sup>th</sup> - Casual Dress-Day

Monday, September 19<sup>th</sup> - Start of Map Testing

Wednesday, September 21<sup>st</sup> - Welcome Back Pizza Party 5:00 pm - 6:00 pm

Friday, September 23<sup>rd</sup> - Early Release Day

Friday, September 30<sup>th</sup> - School Rosary 2:30 pm

### October

Thursday, October 13<sup>th</sup> - Parent/Teacher Conferences 3:30 pm - 8:00 pm

Friday, October 14<sup>th</sup> - Parent Teacher Conferences 8:00 am - 11:00 am

Tuesday, October 18<sup>th</sup> - Picture Retake Day/Group Pictures

Friday, October 21<sup>st</sup> - Casual Dress-Day

- School Rosary 2:30

Thursday, October 27<sup>th</sup> - Spook House?

Monday, October 31<sup>st</sup> - Halloween Parties/Soles for Catholic Education Walk

### November

Tuesday, November 1<sup>st</sup> - All Saints Day Mass

Wednesday, November 2<sup>nd</sup> - *Dia De Los Muertos* Celebration

Monday, November 7<sup>th</sup> - Rake-N-Run

Friday, November 18<sup>th</sup> - Casual Dress-Day

Wednesday, November 23<sup>rd</sup> - Friday, November 25<sup>th</sup> - No School-Thanksgiving Break

Wednesday, November 30<sup>th</sup> - Late Start Day

### December

Friday, December 2<sup>nd</sup> - End of 1st Trimester

- Advent Prayer Service

Wednesday, December 7<sup>th</sup> - Christmas Caroling 6:00 pm - 8:00 pm

Friday, December 9<sup>th</sup> - Report Cards Sent Home

Thursday, December 15<sup>th</sup> - Christmas Concert 6:30 pm

Friday, December 16<sup>th</sup> - Casual Dress-Day

- Advent Prayer Service

Thursday, December 22<sup>nd</sup> - Monday, January 2<sup>nd</sup> - No School: Christmas Break

## **January**

Tuesday, January 3<sup>rd</sup> - School Resumes  
Monday, January 9<sup>th</sup> - Map Testing Begins  
Friday, January 20<sup>th</sup> - Casual Dress-Day  
Monday, January 23<sup>rd</sup> - Late Start Day  
January 29<sup>th</sup> - February 4<sup>th</sup> - Catholic Schools Week

## **February**

Friday, February 3<sup>rd</sup> - VIP Day  
- Early Dismissal 11:30 am  
Thursday, February 9<sup>th</sup> - Parent/Teacher Conferences 3:30 pm - 8:00 pm  
Friday, February 10<sup>th</sup> - Parent/Teacher Conferences 8:00 am -11:00 am  
Tuesday, February 14<sup>th</sup> - Valentine's Day Parties  
- Casual Dress Day-Wear Red  
Wednesday, February 22<sup>nd</sup> - Ash Wednesday  
Friday, February 24<sup>th</sup> - Casual Dress-Day

## **March**

Friday, March 3<sup>rd</sup> - Stations of the Cross 2:30 pm  
Friday, March 10<sup>th</sup> - End of 2<sup>nd</sup> Trimester  
Monday, March 13<sup>th</sup> - No School PD  
Friday, March 17<sup>th</sup> - Casual Dress Day-Wear Green  
- Report Cards Sent Home  
- Stations of the Cross 2:30 pm  
Friday, March 24<sup>th</sup> - Casual Dress-Day  
Monday, March 27<sup>th</sup> - Friday, March 31<sup>st</sup> - No School: Spring Break

## **April**

Thursday, April 6<sup>th</sup> - Stations of the Cross 2:30 pm  
Friday, April 7<sup>th</sup> - No School: Good Friday  
Monday, April 10<sup>th</sup> - No School: Teacher In-Service  
Friday, April 21<sup>st</sup> - Casual Dress-Day

## **May**

Monday, May 8<sup>th</sup> - Kindergarten Screening Day  
Monday, May 15<sup>th</sup> - Start of Map Testing  
Wednesday, May 17<sup>th</sup> - May Crowning  
- 8th Grade/1st Communion Picture Day  
Friday, May 19<sup>th</sup> - Casual Dress Day  
Monday, May 29<sup>th</sup> - No School: Memorial Day

## **June**

Tuesday, June 6<sup>th</sup> - 8<sup>th</sup> Grade Graduation 6:30 pm  
Wednesday, June 7<sup>th</sup> - School Picnic  
Friday, June 9<sup>th</sup> - Last day of School



115 South 7th Street \* Delavan, WI 53115 \* 262-728-6211  
[www.standrews-delavan.org](http://www.standrews-delavan.org)

## **CELL PHONE/SMART DEVICE POLICY** **2022-23**

Dear St. Andrew Parish School Parent/Guardian:

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

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

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

Please note:

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

Sincerely,

David Wieters  
Principal

**CELL PHONE/SMART DEVICE POLICY**  
**ACKNOWLEDGEMENT FORM**

Student's Name: \_\_\_\_\_

Homeroom:      ☐ Kindergarten                      ☐ 1<sup>st</sup> Grade                      ☐ 2<sup>nd</sup> Grade  
                    ☐ 3<sup>rd</sup> Grade                      ☐ 4<sup>th</sup> Grade                      ☐ 5<sup>th</sup> Grade  
                    ☐ 6<sup>th</sup> Grade                      ☐ 7<sup>th</sup> Grade                      ☐ 8<sup>th</sup> Grade

My child will have a cell phone on campus:      ☐ Yes      ☐ No

My child will have a smart device, such as an *i-Watch*, on campus:      ☐ Yes      ☐ No

We have read and understand the 2022-23 St. Andrew Parish School Cell Phone/Smart Device Policy and agree to support and abide by all policies and procedures.

We give permission for our child to have a cell phone/smart device on campus. The Homeroom Teacher will hold the cell phone/smart device daily, per the Cell Phone/Smart Device Policy. Please note: St. Andrew Parish School does not recommend bringing a cell phone on campus.

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

We understand that St. Andrew Parish School is not responsible for any cell phone or smart device lost or damaged while on campus. We understand that requesting to bring a cell phone/smart device to school places the liability for the cell phone/smart device on the student and parents.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

## STUDENT ACCEPTABLE USE POLICY

Using computers and the Internet provides an excellent educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

### Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and the Internet. General school rules for behavior and communication apply.
2. Network storage areas and school-issued or personal devices may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users use the system responsibly. They may also request access to these documents maintained on third-party servers used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
  - a. Sending or displaying offensive messages or pictures.
  - b. Using obscene language
  - c. Harassing, insulting, or attacking others
  - d. Tampering with or damaging computers, computer systems, or networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work, or files
  - h. Wasting limited resources
  - i. Employing the network for personal, commercial, or non-academic purposes
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.

I have read the rules for acceptable online behavior, understand the rules and expectations, and agree to comply with the above-stated rules. Should I violate the rules, I know that I may lose privileges at the school/parish.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As the parent or legal guardian of the student named above, I grant permission for them to use the school technology and to access the network or computer services, such as e-mail, files, cloud storage, websites, and other Internet resources for educational purposes. I understand that all students use a filtered Internet connection designed to protect them from inappropriate materials. I know that no filter can catch 100% of these sites, but the school makes a good faith attempt in this area to do so. I understand there could be disciplinary action if the student named above does not follow the guidelines set for acceptable use of the school technology.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

By entering my full name, I attest that this constitutes my legal electronic signature on this form.



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### **Tuition Information Schedule** **2022-23**

3K - Per Child: \$1,600

4K - 8<sup>th</sup> Grade:

1 Child: \$3,167

2 Children: \$3167 + \$2629 = \$5,796

3 Children: \$3167 + \$2629 + \$1616 = \$7,412

4 Children: \$3167 + \$2629 + \$1616 + \$337 = \$7,749

### **Costs to Educate a St. Andrew Student**

2022-2023 Tuition (Includes all costs except Co-Curriculars)

Number of Children	Total Cost to Educate Child	Parish Contribution
1 <sup>st</sup>	\$8,399	\$5,232
2 <sup>nd</sup>	\$16,798	\$11,002
3 <sup>rd</sup>	\$25,197	\$17,785
4 <sup>th</sup>	\$33,596	\$25,848

St. Andrew Parish School recognizes that a Catholic Education for its children is a significant responsibility and sacrifice. Parish Families share the school's financial support through regular contributions to the Parish, and the School Families do so through their Parish support, tuition, and various fundraisers. We thank you for your recognition, continued sacrifice, efforts, and help in building the critical foundation for a *Spiritually, Emotionally, Physically, Intelligent, and Service Minded-Student* to succeed well beyond their time at St. Andrew.

If you need assistance during this journey, please contact the Main Office and allow us to help you. Thank you.



115 South 7th Street \* Delavan, WI 53115 \* 262-728-6211  
[www.standrews-delavan.org](http://www.standrews-delavan.org)

August 2022

Dear St. Andrew Parish School Parent/Guardian:

Please review the St. Andrew Parish School Parent/Student Handbook online at [Family Handbook|Saint Andrew Parish \(standrews-delavan.org\)](http://Family%20Handbook|Saint%20Andrew%20Parish%20standrews-delavan.org). Please ensure that all policies and procedures in this handbook have been read carefully. Students are responsible for knowing the handbook's contents, so please take the time to discuss any specific areas that may need their attention. Parents are to sign and complete this form.

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

Sincerely,

David Wieters  
Principal

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**PARENT-STUDENT HANDBOOK**  
**ACKNOWLEDGEMENT FORM**

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[Parent/Guardian Name - please print]

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

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

---

Parent/Guardian Signature

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Date