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Mission Statement

We are growing as Catholics in the image of Jesus Christ through Worship, Formation and Community.

Philosophy

St. Leonard School, as an educational facility of the Parish, shares with the Parish the same general mission of accepting the responsibility of proclaiming Jesus. This is accomplished by teaching the Message revealed by God through His Son, Jesus, by experiencing Catholic Christian Community, and by spreading and sharing this Truth and Love in Service to others.

The school believes that the light of faith received at Baptism must be integrated into all of life in the Spirit of the Church in accordance with the Second Vatican Council.

All those involved in the school - faculty, service personnel, students, parents - strive to build a loving, caring community of faith. Together all grow in service to God, one another, and the broader community, so as to experience the fullness of life.

The school strives to integrate Gospel values in curriculum teaching so that the whole child is educated in the spiritual, intellectual, social and personal modes and encouraged to develop to his/her greatest potential.

School Goals

The goals of St. Leonard School are the following:

To provide for the spiritual and moral growth of each child by:

- sharing the light of faith through prayer and religious instruction.
- participating in meaningful liturgical experiences and service projects for the community.

To provide for the intellectual development of each child by:

- developing life skills and concepts through a well defined curriculum.
- teaching students to think logically, critically, and creatively in decision making, problem solving, and aesthetic appreciation.

To provide for the social and personal development of each child by:

- promoting a spirit of respect for self and others.
- stimulating an awareness of social and environmental problems and fostering a Christian attitude of response.

School's Rights and Responsibilities - (Archdiocese Policy 5101)

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made. 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 insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school, or which 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.

Parent's Rights and Responsibilities - (Archdiocesan Policy 1312)

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

General Information

CONTACT INFORMATION

St. Leonard School

W173 S7777 Westwood Dr.

Muskego, WI 53150

Website - <https://www.stleonards.org/school>

Parish Office - 262.679.1773

School Office - 262.679.0451

Attendance line ex. 27

Administrative Assistant ex 28

Principal ex. 29

School Email - school@stleonards.org

SCHOOL DAY SCHEDULE

7:10am	Students may enter the building. No students should arrive before 7:10AM; there is no supervision provided before that time.
7:30am	School begins
10:40am	K3, K4 & K5 Half-day Dismissal
11:00am -11:40am	K3-3rd grade lunch then recess
	4th-8th grade recess then lunch
2:15PM	Dismissal

The School Office is generally open from 7:00am - 3:30pm

AFTER SCHOOL CARE

St. Leonard School offers our students and families extended care after school. Our AfterCare staff provides structured care for children of families needing a smooth transition after school, to a supervised, child friendly atmosphere before returning home. AfterCare is held at St. Leonard's School in the cafeteria on regular school days from 2:15pm to 5:30pm.

SCHOOL YEAR CALENDAR

The 2023-2024 School Year Calendar can be found on the school's website at <https://www.stleonards.org/calendars> and also on PowerSchool

FACULTY

Current contact information for the faculty and staff of St. Leonard Parish and School is available on the school's website at <https://www.stleonards.org/Meet-Our-Outstanding-Staff>

All teachers and administrators will have appropriate Wisconsin Department of Public Instruction and religious certification, or on a study plan to receive them, according to the policies and regulations of the Archdiocese of Milwaukee.

St. Leonard School does not discriminate on the basis of sex, race, color, creed, age or national origin in employment practices or in employment of personnel.

Curriculum

CURRICULUM

The curriculum at St. Leonard School is established after materials are carefully studied and reviewed. The principal and the staff incorporate the Department of Public Instruction and State Standards, as well as Archdiocesan guidelines into the curriculum at St. Leonard School. The principal and staff select textbooks and student materials based on those guidelines. St. Leonard's program of instruction in all levels include:

Religion/Family Life, Reading, Math, Science/Health, English/Language Arts, Social Studies, Physical Education, Art, and Music. Daily instructional experiences are enriched by field trips, classroom and school projects, and opportunities for outreach and service to others.

St. Leonard is provided with curriculum guidelines and models provided by the Archdiocese of Milwaukee Office for Schools and the Wisconsin Department of Public Instruction. Class time requirements meet the recommendations of the State of Wisconsin and the Archdiocese of Milwaukee. Grades 5-8 are structured departmentally, giving the students the benefit of teachers with an expertise in a given field.

Spanish

Spanish is offered to students in K4-8th grade. Spanish instruction is provided through a contractor, *Futura*. The intent is to give exposure and culture education on the Spanish language.

Physical Education

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities, written activities, and tests, so that students develop the knowledge and skills to be physically active, healthy, and knowledgeable for life. Students receive instruction in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility and body composition). Body composition instruction includes proper diet and healthy eating habits. The curriculum promotes lifelong physical activity and fitness, which includes healthy eating as a primary goal.

All pupils are required to participate in Phy. Ed. classes. Classes are held twice a week for grades K4 – 8 and one time per week for K3. Please see “Dress Code” for Phy. Ed. attire.

For St. Leonard School grade-specific curricula, see the Archdiocese of Milwaukee's Website at: www.archmil.org/Education/Curriculum.htm

FAMILY LIFE PROGRAM

Our Religion curriculum is supplemented by our Family Life program in grade K5-8. It is a separate curriculum designed to teach and enhance Christian family values. Topics addressed are Family Living, Personal Growth and Understanding, Respect for Life, Catholic Christian Sexuality, and Social Living. In Grade 5 special attention is paid to male and female anatomy and reproduction. This required curriculum is usually taught in the spring semester. Parents are notified before topics are addressed.

SACRAMENTAL PREPARATION

The parish Director of Child Ministry coordinates and implements the sacramental programs at St. Leonard School. First Reconciliation preparation takes place in the fall while preparation for First

Eucharist occurs in the spring, typically in the second grade year*. Instruction includes both in class formation and at home materials, along with a required retreat in the spring. Additional parent meetings are required and the scheduled dates can be found on the school calendar.

*Formation is available for students with sacramental needs who are beyond their second grade year.

Reconciliation Guidelines

Guidelines for children and youth of the parish school, and elementary, junior high, and high school Christian formation classes follow:

1. The Roman Catholic Church presently has three Rites for the Sacrament of Reconciliation:
 - Rite I -Private Reconciliation with individual confession of sin
 - Rite II -Communal Reconciliation with individual confession of sin
 - Rite III -Communal Reconciliation with general absolution (used only in times of war)
2. Non-Sacramental Reconciliation Service includes the examination of one's life and actions but does not include individual confession of sin and/or absolution. In this kind of service, the Sacrament of Reconciliation is NOT celebrated.

Reconciliation through the years of growth:

- Children in Grade 2 of St. Leonard School and Christian Formation, in the fall of the school year, are instructed in an understanding of Reconciliation (with God, self, and others). The children and their parents then participate in a sacramental Reconciliation service.
- All students in Grades 3-8 participate in Rite II, with options for Face-to-Face or the confessional. Students participate in Reconciliation twice per year during school hours.

It is understood, while stating Parish Guidelines for Reconciliation for children and youth, that families and individuals are free to choose or decline to participate in any sacramental or non-sacramental Reconciliation Service.

School and Parent Organizations

St. Leonard School is not just an ordinary school. It is a vibrant community of caring and involved adults and children; a place to develop and nurture lasting friendships and meaningful relationships that transcend school hours and boundaries. We help our students grow by setting an example of sharing our time and talents as adults. There are many different ways we can work together to build a wonderful environment for our children to learn. We encourage every family to be involved in some kind of service each year. Before volunteering in any capacity at the school, all parents and/or volunteers must have taken the "Safeguarding God's Children" class, complete a Background check (required every 5 years) and sign the Code of Ethics.

Parents are encouraged to participate in programs periodically offered through the parish, as well as occasional programs offered by the Home & School Association.

HOME AND SCHOOL ASSOCIATION

The Home & School Association is the committee that works with the Principal to provide programs that engage the students in spiritual, educational, outreach, social, service, and fundraising activities that further the mission of the School. For a complete list of Committee and Event Coordinators, please consult the Home & School Welcome packet distributed at the beginning of the school year.

Board members for the 2023-24 school year are as follows:

President	Robert Weber
Vice President	Kevin Baker
Treasurer	Jessica Gjerde
Secretary	Jeff Sliwinski

All school parents are automatically members of the Home & School Association, by virtue of their child/ren's enrollment at St. Leonard School. Parents are most welcome to attend Committee meetings, held the second Tuesday of the month at 7:30 PM in the All Saints Room at school.

PARISH SCHOOL COMMITTEE

St. Leonard Parish School Committee (PSC) is the advisory policy-making body of St. Leonard School. It strives constantly to improve the standards of education with regard to curriculum, teachers, and physical facilities. Parishioners/school parents (elected annually for three-year terms), the pastor and principal constitute its membership. Faculty members rotate attending the Parish School Committee meetings in an advisory capacity.

All Parish School Committee meetings are open to any member of the School/Parish. Generally, the meetings are held on the second Tuesday of each month from 6:00 - 7:00 PM in the All Saints Room. Each meeting will have an open forum portion followed by a closed session. Open forum topics must be submitted to the principal and/or chairperson at least one week prior to a meeting. This is to allow for publication of the agenda in the school newsletter so that any interested parties may come to the meeting and contribute to the discussion. Final committee decisions will be made during the closed session portion of the meeting. Final meeting minutes will be published.

Parish School Committee members for 2023-24 are as follows:

Pastor	Rev. Daniel Janasik	Members:	Danielle Beer
Principal	Laura Bisher		Jenny Burau
Chairperson	Gloria Schumacher		Mia Kurudza
Vice Chairperson	Lisa Piessens		Rachel Drage
Secretary	Alison Kleibor		Jeff Sliwinski
Home & School Liaison	Mia Kurudza		Jess Gjerde
Parish Council Liaison	Ken Krawczyk		

Interested parties are most welcome to attend Committee meetings, held the second Tuesday of the month at 6:30 PM in the All Saints Room at school.

School Policies

ACCREDITATION

St. Leonard School is accredited by the Archdiocese of Milwaukee and has earned Wisconsin Religious and Independent Schools Accreditation, after having passed rigorous accreditation criteria. St. Leonard School is accredited by the Archdiocese of Milwaukee on a seven-year cycle, with annual reviews. St. Leonard School is also accredited by Wisconsin Religious and Independent Schools Accreditation (WRISA) on an annual basis.

ADMISSIONS

St. Leonard School provides students of any race, color, nationality and ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Registration for a class will be accepted when the class size for a grade has not reached capacity. St. Leonard School follows Archdiocesan guidelines for class sizes. (Archdiocesan policy 6151.0)

The Archdiocesan Policy Manual states that, "There are no state regulations directing the teacher/child ratio" (See "Class Sizes" for more information regarding best practices) St. Leonard uses the Archdiocese guidelines to set limits on class sizes.

Once a class size reaches its capacity, a waitlist is formed. The Waiting List will follow Archdiocesan Guidelines. The first family on the waiting list for any grade will have the first opening in that grade only. There will be no skipping of families for any reason. If grade openings occur at a time other than the beginning of the school year (within the first two weeks of classes) students may be passed over and retain a position on the waiting list. If the parent chooses not to enroll their child during the first two weeks, they must then re-register. The principal may at any time limit class sizes based on needs of the particular class.

It is considered a rare occurrence to admit 8th grade students to St. Leonard School. Students wishing to be admitted in grade 8, must submit all necessary paperwork for the principal's review prior to being admitted. The principal may decide to deny the applicant if there are academic, behavioral or attendance issues from the previous school. (See information on transfer students).

Registration

K3 is the entry grade level at St. Leonard School. All K3 students must be toilet trained and be able to use the bathroom independently for entry into the K3 program. (For more information about the K3, K4, and K5 programs, see "Kindergarten" section)

Minimum Age Requirements (Archdiocesan policy 5111.0)

- No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.

Priority consideration shall be given to these criteria in the following order:

- To all children currently enrolled in school
- To children and foster children of families with siblings currently enrolled in school
- To children of parishioners
- To children from other Catholic parishes
- To children of other religious affiliation

Pre-registration may occur up to two (2) years in advance. A \$200 non-refundable pre-registration deposit is required.

Probationary Period

All newly-admitted, including K3 and K4 students are placed on probation for the first year of attendance at a Catholic school. During this time, the principal and the student's teachers will evaluate the student's social, emotional, and academic adjustment to determine if the school can meet the needs of the student. If a new student is not meeting the spiritual, academic and social standards of the school they may be asked to leave. The principal shall make the final decision regarding the continued enrollment of the student. (Archdiocesan policy 5110)

Students who have been home-schooled must provide proof that state guidelines for previous grade level have been completed. Students will be on probation for one semester. Probation may be extended for additional time at the discretion of the principal. Possible grade change placement may occur to meet student's academic needs

Transfer Students

All prospective transfer students are subject to a review by the Principal. The review can include, but not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, or any other materials relevant for admission. If circumstances exist that would significantly prevent the student from being successful at St. Leonard School, admission can be denied.

If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. These will be determined by the principal. A meeting will occur with the principal and the parents to discuss the terms.

School Choice (voucher program)

Choice students may begin to register on February 1 for the next school year.

Children with Exceptional Educational Needs

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

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

(See more information under "SPECIAL LEARNING NEEDS")

ARTICLES PROHIBITED IN SCHOOL

Items that are a hazard to the safety of others or interfere in some way with school procedure are prohibited. Such items include but are not limited to water pistols, bean shooters, slingshots, hard balls, etc., or any item that can be used as a weapon, are unsafe in a school setting. Electronic devices, including but not limited to radios, iPods, MP3/CD/tape players, cameras, video games and fidget spinners interfere with school routine and are not allowed.

Spray deodorants and perfume are not allowed. Gum is not allowed. Private or personal fundraising items are also prohibited from being sold in school. If brought to school they will be turned over to the principal and returned to the parent at his/her request. Parents are requested to help children understand the necessity for such regulations.

See more under “Cell Phone Policy”

ASBESTOS STATUS INFORMATION

In an effort to comply with EPA asbestos regulations, our school was inspected by Comprehensive Design, Inc., an accredited and state certified asbestos building inspector, to determine the locations and type of asbestos-containing building material within the school. A management plan developed by an EPA accredited and state certified asbestos management planner details the inspection, required response actions, and methods to maintain asbestos-containing building materials within our building. This management plan is available for your review at our administrative office located in the parish office.

Asbestos is a natural occurring material that was and is still used as an insulating component in many thermal insulation products, and as a reinforcement material for a variety of products. Various diseases have been linked with industrial exposures to airborne asbestos, and the extensive use of asbestos products in buildings has raised concerns about the exposure to asbestos in non-industrial settings. The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos-containing materials remain in good condition and are not disturbed, exposure is unlikely.

Asbestos containing building materials (ACBM's) exist in the boiler room and cafeteria. The ACBM's have been contained and are not a health risk. There are also assumed ACBM's in the building which may include adhesives, glues and wiring insulation. These are contained and are not a health risk. Finally, all the floor tiles are assumed to be ACBM's; they are all sealed and are not a health risk.

Our custodial and maintenance staff has received training in the health effects of asbestos exposure and the procedures which will be implemented to maintain the asbestos and, in some instances, the removal or encapsulation of the asbestos material. Any person who notes a change in condition of asbestos-containing building materials should contact the parish office or pastor. A trained employee will also be inspecting the asbestos-containing building materials every six months to monitor any changes in its condition. Every three years, our building will be inspected by the EPA accredited asbestos building inspectors to ensure compliance with the asbestos regulations.

ATTENDANCE

It is the shared responsibility of the school and home to help students develop desirable habits of punctuality and attendance. St. Leonard School will comply with the compulsory school attendance laws defined by Wis. Stat. §118.15. This statute requires parents/guardians of children ages six to 18 to have their child enrolled in and attend full periods and hours on the days that school is in session. A student

who has been absent from school without an acceptable excuse for part or all of 5 or more days is considered a habitual truant under the state law.

A school may develop a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of 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.

Truancy

Section 118.16 (1) of the Wisconsin statutes defines “Truancy” as any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the Compulsory Attendance law. The school will contact the parent or guardian of a truant student. (Law or Directive 5113).

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.

Tardiness

A student that is not at his or her desk by 7:30am will be marked tardy. Tardy students must check in at the office when they arrive at school. Frequent tardiness is a serious problem. Excessive tardies will be addressed by the school principal. The principal will first attempt to work directly with the student’s parents or guardians. School personnel may contact outside agencies, if needed. Students continually absent or tardy without sufficient cause will be referred to the school social worker, or persons assigned to that responsibility. There is no legal number of absences which if exceeded leads to automatic retention (Policy 5113(a)). A tardy will be considered excused for the same reasons as noted above for excused absences.

Absences

Regular school attendance is a prerequisite to successful learning. Students should strive to be in school daily and on time. However, the school understands that absences are sometimes necessary. An absence will be considered excused for the following reasons:

- A student’s injury or illness.
- A death in the immediate family or attendance at a funeral.
- Medical, dental, other valid professional appointments.
- A court appearance or other legal procedure which requires the attendance of the student.
- Other family emergencies which prevent attendance, or are generally defined as an Act of God.

- ★ Vacations during school time are highly discouraged. If such vacations become necessary, please advise the school office in writing at least one week in advance. **Do not expect your child’s homework in advance. Teachers can provide what work they can in advance, at their discretion. All work must be made up on your child’s return.** Be advised that vacation days do count toward total absences.

A parent or guardian is required to call or email the school office by 8:00 a.m. on the day of a student’s absence. If the school has not been notified by 8:00 a.m., school personnel will contact the student’s parents or guardians to inquire as to the whereabouts of the student. The principal is authorized to require satisfactory explanation from the parent or guardian for the absence of a student for all or any part of the school day. This explanation may be obtained in person, by telephone, or in writing. If the school is not

provided an acceptable excuse, the student's absence will be marked as unexcused. School personnel may contact outside agencies, if needed, to locate any student that is absent without an excuse. Excessive unexcused absences may lead to a truancy referral. All absences, excused and unexcused, must be recorded in the school's legal attendance records.

No student is permitted to leave before the regular dismissal time except in case of illness or other excused absence. To obtain permission to leave early, a written request from a parent is required and approval by the principal is necessary. Students must be picked up at school by a parent or guardian. Parents must sign their child out with office personnel at departure time and upon return must sign their child back in with office personnel. Students will be called from class by office personnel upon the arrival of the parent or guardian. In rare situations a parent or guardian may request that a student leave school by him or herself. In such a situation, the parent or guardian's authorization should specifically acknowledge their responsibility for this unsupervised period of time.

Students absent from school may not participate in after school or evening school-related activities on the day of illness. This includes athletics, scouts, or other special school events. Recess is part of the school day. If a child is well enough to attend school, he or she is well enough to have outdoor recess. Exceptions will only be made with a written request from medical personnel.

Extended or Frequent Absence and/or Tardies

In the event of frequent absences and/or tardies, a conference with the family may be necessary. Absences longer than three days require a doctor's release from school. The school will enforce State and Archdiocesan policy with respect to truancy or unusually frequent absences. Excessive absence is considered absences greater than eight days, including excused absences, per semester. Students continually absent or tardy without sufficient cause will be referred to the school social worker, or persons assigned to that responsibility. There is no legal number of absences which if exceeded leads to automatic retention (Policy 5113(a)). Any absence results in diminished learning because the child misses instruction, discussions, practices, review, and the teacher's individual help and explanation. Parents are urged to arrange for medical, dental, and orthodontist appointments after school hours whenever possible. Parents assume responsibility if a child falls behind in his or her academic achievement due to extended or frequent absences

Cumulative Absences

With the exception of a medical excuse, the following procedures shall be used for excessive absences for any student.

1. When a student has missed 5 days in a trimester, the parent/guardian is contacted by the school counselor to identify the problem and help facilitate a solution. A conference may be called with the parents, principal and counselor.
2. The counselor will notify the parents of this possibility of suspension or expulsion of school due to lack of attendance when 15 absences are accumulated. The counselor will call for a meeting with the parents and student after the 18th day. A recommendation will be made to the principal of disciplinary action which may include possible suspension and expulsion from school and/or summer school due to lack of attendance.

Illness

Students should not return to school until they have been fever-free (under 100°F) for 24 hours without fever-reducing medication, for 24 hours after vomiting has stopped, and/or until they have been on antibiotics for at least 24 hours for strep, etc.

A Medical-related absence lasting three (3) days or more will require a doctor's excuse.

AUDIO/VISUAL RESOURCES

Educational audio/visual materials are selected carefully and help enhance the curriculum. Audio/visual materials that are used for entertainment must follow the viewer guidelines established by the U.S. Catholic Conference of Bishops. Information can be found at <www.usccb.org/ccf>. Students in grades 1-4 may view movies that are rated A-I (general patronage) and those in grades 5-8 may view movies that are rated A-I or A-II (adults and adolescents.)

BULLYING AND HARASSMENT (Archdiocesan Policy 5131.1)

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

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

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

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

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

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

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

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

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

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

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

BUS PROCEDURES

Bus schedules, including pick-up time and location will be provided to all families in August. Free bus transportation is provided for those K4-Gr.8 students living within our school boundaries, determined by the Archdiocese of Milwaukee. Safety is very important on the bus - conduct will be regulated. (See details under “Discipline”). All students must ride the bus they are assigned to. Exceptions to this are:

- Any student riding a bus they are not assigned to must have written parental permission.
- All notes are to be turned into the office. The office will share all bus notes with the bus driver

Please wait at least 10 minutes before calling school about a late bus; in bad weather please wait 15 minutes. Our bus carrier is Dairyland Buses, Inc. and can be reached at (262) 262-203-9938.

CELL PHONE POLICY

Cell phones are allowed with a note from parents, which will be kept on file in the principal's office. During school hours they must be kept in backpacks, turned off. Students who use their cell phones during the school day will have it confiscated until the end of the day. If a student uses the cell phone during the course of the school day a second time, the cell phone will be confiscated and must be picked up in the office by the student's parent.

SmartWatches are only allowed in ‘no-call mode.’ Students will be required to remove them during math exams. SmartWatches that are used for social media, texting or phone calls during the day will be confiscated until the end of the day. If a student uses their SmartWatch for social media, texting, or phone calls a second time, the SmartWatch will be confiscated and must be picked up in the office by the student's parent.

St. Leonard School / Parish is not responsible for lost or stolen items.

CHILD CUSTODY ARRANGEMENTS

Parents are asked to keep school administration informed of family status by completing the Confidential Family/Student Information forms which are sent out each fall in the family packet. If requested, we will send duplicate progress reports and report cards to both parents if they are at different addresses. When legal documentation is received, we will comply with that documentation regarding parent contact, report cards, and progress reports.

CIVIL RIGHTS COMPLIANCE - Child Nutrition Program

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex, disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, in writing, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

1. Contact the School Food Authority (SFA) USDA Child Nutrition Programs Civil Rights Coordinator.
2. The recipient of the complaint and/or SFA Civil Rights Coordinator must provide the individual with the information necessary to file a complaint and not impede on the individual's right to file.
3. After explaining the complaint process, the recipient of the complaint and/or SFA Civil Rights Coordinator may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.
4. Document the complaint:
 - a. Utilize the USDA Program Discrimination complaint form (Espanol) or make an effort to obtain all of the following information:
 - i. Name, address, and phone number of complainant,
 - ii. Specific name and location of entity delivering the benefit or service,
 - iii. The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,
 - iv. The basis on which the complainant feels discriminated (race, color, national origin, sex etc.),
 - v. The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,
 - vi. The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.
 - b. Either the complainant, the receiver of the complaint or the SFA Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made of must write up the elements of the complaint.
5. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, School Nutrition Team Director within five days of receiving the complaint.

Wisconsin Department of Public Instruction (DPI)
Mail: Director, School Nutrition Team
125 South Webster Street
Madison, WI 53707-7841
Email: jessica.sharkus@dpi.wi.gov

The DPI will forward the complaint to the USDA Midwest Regional Office for processing.

6. All Civil Rights complaints received must be tracked on a civil rights complaint log. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. A template civil rights complaint log is available on the School Nutrition Team civil rights webpage.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

[Form](#)

from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

2. Fax

(833) 256-1665 or (202) 690-7442

3. Email

program.intake@usda.gov

This institution is an equal opportunity provider.

Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and Ancestry. Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.

CLASS SIZE

The Archdiocesan Policy Manual states that, “There are no state regulations directing the teacher/child ratio. (Archdiocesan Policy 6151) However, best practices include the following:

Age of Children	Minimum Number of Teachers to Children	Archdiocesan Guidelines for Maximum students	St. Leonard Best Practice Class Size Limits
3 years to 4 years	1:10	20	15
4 years to 5 years	1:13	24	24
5 years to 6 years	1:17	32	30
6 years and over	1:18	32	32

When eight (8) or fewer children are present, there shall be a second adult available with five (5) minutes for emergencies. Maximum group size does not apply to field trips, outdoor play areas, and areas reserved exclusively for eating.

Class size for Grade K3 will be limited to fifteen (15) students. When a K3 class exceeds 10 students, assistance will be provided to the K3 teacher by an aide.*

Class size for Grade K4 will be limited to twenty-four (24) students. When a K4 class exceeds 13 students, assistance will be provided to the K4 teacher by an aide.*

Class size for K5 shall be limited to thirty (30) students. When a K5 class exceeds 17 students, assistance will be provided to the K5 teacher by an aide. *

Class size for Grades 1 through 8 shall be limited to thirty two (32) students, unless an exception is granted by the principal and Parish School Committee.

*The assistance of an aide is dependent upon the number of full-day and half-day students. Final decision rests with the principal.

COMPUTER AND INTERNET USE – Archdiocesan Acceptable Use Policy 6161.2(a)

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the school/parish computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

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

Instruction Acceptable Use of Computers and Telecommunications:

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of school/parish networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school/parish rules for behavior and communication apply.
2. Network storage areas and school/parish-issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being 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 and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal financial or commercial gain
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the school/parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the school/parish computer system is required to sign the Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

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

Personal Electronic Devices:

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

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment. Unauthorized use of personal electronic devices includes, but is not limited to the following:

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

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

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

Guidelines for Use of Social Media:

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

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

Rules for Acceptable Use of Social Media:

1. Parents must be made aware, in writing, of the school/parish's intended use of a social networking site. Parents must be invited to have access to this site.
2. Staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
3. Staff is not to post any pictures of students on any social media sites for personal use.
4. The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media Website for educational purposes.
5. Tagging a photo with a student's full name and/or personal information is prohibited.
6. Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
7. Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

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

This information applies to stand-alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, the school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding the inappropriate use of the technology or telecommunications resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

CONCERTS

St. Leonard School holds two concerts annually: the Christmas Concert and the Spring Concert. Both concerts involve grades K3-8 and the school band. The concerts are an integral part of the music program and with one of the Archdiocesan Standards being performance, students are highly encouraged to attend.

CONFLICT RESOLUTION/GRIEVANCES

From time to time questions and concerns may arise about an incident or policy. If an incident involving your child should occur that concerns you, please question him/her carefully to obtain all the facts before contacting the school. If you are still concerned about the situation, please contact your child's teacher first, or in some cases the principal, to determine if there are any other facts that may explain what happened. It's quite possible your child may not have all the facts in a case. After all the facts are "on the table" productive problem solving is more likely to occur.

Please use the following guide in addressing your concerns:

- First: Consult the person (teacher) immediately in charge.
- Second: Consult the principal, only if the first step proved to be of no help.
- Third: Consult the pastor, only if the first two steps proved to be of no help.
(General policy concerns vs. specific cases may be brought to the Parish School Committee instead at this step.)

NOTE: Please see each person twice regarding a particular concern before deciding that the next step is necessary. Bus concerns should be brought directly to the principal's attention.

All communication, whether oral or written, should be handled confidentially by teachers, staff, principal, and parents.

COURTESY

Learning courtesy is an important part of a child's education. Our school promotes consideration for others regardless of racial, religious or economic background. Students are taught to respect the judgment of their teachers, to treat all employees of the school with courtesy and to follow their requests and directions.

Out of respect for all students, when sending party invitations through school mail, parents are informed that invites may be sent either to the whole class, all boys, or all girls; invites may not be sent through school mail to only specific individuals.

DAMAGE TO SCHOOL PROPERTY

Parents are financially responsible for any damage to school property, including but not limited to textbooks, desks, technology equipment, etc., done by their children/wards. Parents will be assessed the full replacement cost of the damaged item. If it is determined by the principal to be beyond repair, or a percentage of the replacement cost if the damage is minor.

DISCIPLINE

Discipline Philosophy:

St. Leonard School is committed to excellence in its school program and considers discipline essential to the educational process.

Students are expected to follow all school rules at all times including while eating in the lunchroom, playing on the playground, riding the bus, on field trips, participating in the extended care program, and/or attending school social gatherings, etc. Students will take responsibility for behaving in a manner that allows teachers to teach and students to learn, and which does not violate the best interest of any person in the school community.

In order to provide students a calm, safe, and secure environment for education, St. Leonard School believes that all individuals are expected to live Christian values as shown in the life of Jesus.

Self-discipline is an important goal in the Christian development of a child. Since good order and discipline are necessary for students to learn, parents/guardians and teachers need to cooperate with each other to ensure consistency. All students are treated with fundamental fairness.

St. Leonard School has established school-wide expectations. Teachers and Staff understand that behaviors will look different at all levels, so school-wide expectations have been created with the idea that all students can accomplish them regardless of their grade level. Teachers will adapt these goals within their individual classrooms.

Rules, Responsibilities, and Expectations:

We are growing as Catholics by...

- Being Respectful
- Participating
- Being Kind
- Making Safe Choices
- Being Responsible

We expect a child to be honest, accepting, respectful, caring, kind, courteous, sharing, and forgiving. Consequences will follow when a student is uncooperative or infringes on the rights of others. As a complement to our school wide expectations, staff will be intentional when it comes to teaching behaviors, acknowledging positive behavior, and correcting negative behaviors. Behaviors that reflect our school's goals will look different in different situations.

The school recognizes that an effective instructional program requires a safe, respectful and inclusive school environment. A positive school climate is closely related to student achievement and well-being, and the school supports effective teaching of school-wide and systemic behavior expectations. Research indicates that the most effective student support systems use proactive strategies to prevent problem behaviors, including a continuum of interventions and supports based on best practices and cultural responsiveness.

St. Leonard School supports a framework that:

- Defines, teaches and reinforces clear expectations for student behavior that contributes to the academic and social success of all students

- Supports students in learning the skills necessary to enhance a positive school climate and avoid negative behavior through meaningful instruction and guidance
- Provides consistent, fair and equitable practices across all grade levels
- Defines, teaches and communicates clear expectations for staff responsibilities based on effective, evidence-based practices that prevent problem behavior and promote student achievement
- Facilitates students, staff, parents/guardians and the community working together to provide both academic and social/behavioral support and skills to students.

The following is a matrix of inappropriate behaviors. It is not meant to be an exhaustive list, rather a guideline for teachers, students, and parents. Behaviors will be defined, taught, and acknowledged. Teachers, staff, and principal will use classroom behavior tracking sheets and will communicate with parents.

St. Leonard School Matrix of Inappropriate Behaviors		
Tier 1 <i>Minor Behavior</i> IMPACTS THE STUDENT (Teachable Moment)	Tier 2 <i>Minor Behavior that Impedes</i> LEARNING OR SAFETY (Teacher Managed)	Tier 3 <i>Major Behavior that is</i> HARMFUL OR ILLEGAL (Office Managed)
1. Sitting improperly 2. Not following uniform rules 3. Distracting behaviors 4. Not following directions 5. Not listening 6. Unprepared for class 7. Not using items appropriately 8. Talking out 9. Wasting time 10. Incomplete homework 11. Lack of effort 12. Complaining 13. Not participating 14. Lack of manners 15. Leaving others out 16. Teasing 17. Misuse of electronics <i>If Tier 1 behaviors become chronic (teacher/principal discretion), move to Level 2</i>	20. Chronic Tier 1 behaviors 21. Taking things from others 22. Distracting movements that affect others 23. Inappropriate noises 24. Talking at inappropriate times 25. Climbing/ looking under bathroom stalls 26. Inappropriate use of playground equipment 27. Leaving supervised area 28. Play fighting 29. Poking/ touching 30. Pushing/ shoving 31. Profanity 32. Standing on furniture 33. Throwing things 34. Argumentative behaviors 35. Lying 36. Inappropriate sites on electronics 37. Refusing to work	40. Chronic Tier 2 Behavior 41. Actions involving serious physical contact where injury may occur (hitting, punching, throwing objects, etc.) 42. Biting 43. Credible threat to do injury to person/ property 44. Harassment (physical, verbal, etc.) 45. Illegal substances 46. Sexual behaviors 47. Stealing (major) 48. Throwing furniture 49. Vandalizing 50. Weapons 51. Spitting on others 52. Suicidal language* 53. Self-injury behaviors* <i>*Not misbehavior, but requires Level 3 Intervention</i>

Possible Next Steps		
<ul style="list-style-type: none"> • Set Expectation - Remind - Reinforce • Redirect Student • Reteach expected behavior • Classroom Management System 	<ul style="list-style-type: none"> • Student fills out Think Sheet • Counselor meeting • Parent contact • Lunch detention • Logical/Natural consequence • Classroom Management System 	<ul style="list-style-type: none"> • Office referral • Parent contact • After school detention • Suspension/Expulsion

St. "Leonard Loot"- School Store:

Students have the chance to earn "Leonard Loot" for meeting behavior expectations throughout the school day. Students will have the opportunity to spend their "Leonard Loot" at the School Shop for various rewards. Rewards will have varying costs depending on the item, and the shop will include items for students at all grade levels. Students may choose to spend their Loot each time at the cart, or save up for a larger item. Students who exceed expectations have the opportunity to receive recognition for their effort. Certificates can be awarded to students who demonstrate behavior that goes above and beyond.

Academic Honesty:

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, creating more than one copy of one's work for distribution, doing another person's class work, allowing another person to copy one's own work, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and representing it as one's own, unauthorized copying of software to develop one's own software. Any form of academic dishonesty is illegal, unethical, and prohibited and will result in the student having to re-do the work in order to receive a grade.

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations

- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Probation

A student may be placed on probation if, in the judgment of the administration, he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others. Suspensions from attendance at classes or school as determined by the school administrator must include:

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

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and 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 Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the Parish School Committee may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., school principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- Once the hearing has ended, the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal

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

Alternatives to suspension and expulsion:

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

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

DRESS CODE AND UNIFORM POLICY

A tradition has been established at St. Leonard School of having a dress code in grades K5-8. The Dress Code is a sign of belonging to St. Leonard and is an expression of pride in one's appearance as well as in our school community. Cooperation in following the policy encourages responsibility and self-discipline on the part of the students. Ultimately, it is the responsibility of the parent to assist their child in learning and adhering to this policy. The principal will maintain the final authority to enforce these rules. The uniform policy shall be in effect for all children as follows:

K3 & K4 DRESS CODE:

K3 & K4 students must wear comfortable, washable clothing. Although they aren't required to wear specific clothing, the following items are **not** allowed:

- No open-toed, light-up shoes, Crocs, or fashion boots (except for outdoors)
- No bare shoulders
- Shorts and Capris are allowed in the Fall from the first day of school until October 31st, and then in the Spring from April 1st until the last day of school.

UNIFORM POLICY FOR KINDERGARTEN THROUGH 8TH GRADE

Uniforms must be worn on the school grounds at all times unless:

- The Principal has announced a dress-up or dress-down day.
- A scout uniform is worn for an after-school meeting.
- The Principal approves the wearing of special clothing such as 8th grade sweatshirts, tournament clothing, or other special day

Uniform items can be purchased at The Children's Place, Kohl's, Land's End, Old Navy, Target, or Primary.com. St. Leonard School has a uniform exchange available for parents.

GIRLS

Belair Plaid-Jumper, Skirt, Skort (* all knee length)

Plain Jumper, Skirt/Skort, Polo Shirt Dress or Uniform Dress

- Solid Navy, Khaki, Red and Powder Blue

Leggings

- Leggings are not considered Uniform Pants and may only be worn under skirts/jumpers/dresses
- Navy, Red, White, Black

ALL

Pants/Capris/Shorts

- Navy, Khaki, Black
- Tailored: Twill, Corduroy, Cotton-Polyester Blend
- Shorts may be worn underneath skirts/dresses as long as they are not visible
- Shorts must be no shorter than 2" above the knee

- ★ No Carpenter, Cargo, Jeans, Sweatpants, Stretch or Yoga (except under dresses), Sport Shorts, Oversized or Tight Fitting, Pajama pants, or pants with slits or rips are allowed
- ★ Shorts and Capris are allowed in the Fall from the first day of school until October 31st, and then in the Spring from April 1st until the last day of school. In the event of unusually warm weather, the Principal may permit the wearing of shorts on such days. Shorts may be worn in church on Mass days.

Shirts/Blouses

- Solid White, Red, Navy, Powder Blue
 - Small (½") insignia on collar or breast pocket allowed
- Cotton, Polyester, Knit
- Collared: Rounded or Pointed
 - Turtlenecks allowed
- Long or Short Sleeved

- ★ Shirts MUST be tucked in at all times. Hoodies are not allowed EXCEPT for 8th grade official class hoodies.

Sweaters/Vests

- Solid Color-Navy, Black, Red, White
- Knit or Fleece (Fleece available with SL logo through school)
- Pullover, Cardigan, button or zipper front
 - Shirt/Blouse must be worn underneath

- ★ No hooded or oversized

Sweatshirts

- ONLY official St. Leonard with logo
- Navy, Red, Black

- ★ No hooded, oversized, or athletic sweatshirts

Footwear

- Solid Color Socks/Knee-highs/Tights
- White, Navy, Black.
- Non-slip, non-marking shoes
- ★ No sandals, open-toed, shoes with heels, Crocs, or fashion boots may be worn

Grooming and Accessories:

Hair should be cleaned, combed, groomed, and out of the eyes. Hair dying or coloring, other than natural highlights, is not allowed. Judgment of appropriateness shall be made by the principal. Hats/bandanas may not be worn in school.

Minimal, natural looking make-up is allowed. Natural is defined as soft earth tones, and does not include

bright, neon and glitter colors. The Principal and teachers will make final determination if the appearance is inappropriate. Nail polish is allowed but must be maintained and cared for. Pierced ears are allowed; neither excessive ear piercing, nor body piercings are allowed. For safety reasons, excessive jewelry and dangle earrings are not allowed.

Scouts may wear the appropriate uniform on meeting or scout-related special event days. If the scout does not have the entire uniform, the scout shirt/blouse and sash may be worn with school uniform pants/slacks/skirt.

Designated Out-of-Uniform Days:

Out-of-Uniform days are days to wear ordinary, tasteful clothing.

T-shirts:

- t-shirts may not have pictures or writing depicting drugs, alcohol, hard rock, professional wrestling, vulgarity, etc
- No “muscle shirts” or tank tops. Shirts must have sleeves
 - sleeveless clothing is only acceptable on school picture day and school concert days.
- Spaghetti straps are never permitted.

Pants:

- Jeans
- Sweatpants
- Shorts must be fingertip length
- Leggings/Yoga pants
 - May be worn with a longer style shirt
- Pants/Shorts with writing on the seat are not acceptable

Footwear must conform to the regular dress code.

School Spirit Wear Days will typically be held monthly during the school year. Watch the school newsletter and monthly calendar for specific dates.

Birthdays are also celebrated by the Home & School Committee. Students in Grades K5-8 receive a No-Uniform Token to use on their birthday, or another day with teacher approval, as well as a treat. Students in grades K3 and K4 receive a treat.

Summer Birthdays:

- June, July, and August birthdays are celebrated at the end of the school year.

Dress code for PE:

- A separate pair of non-marking gym shoes and socks are required.. Jewelry is a safety hazard and thus may not be worn in these classes. This Dress Code policy will be strictly enforced.

Changing for Gym class is required for students in grades 4-8. Appropriate change of clothes for Gym class is as follows:

- A change of T-shirt. T-shirts with small and appropriate graphics are okay.
- A change of shorts. Sweatpants may be worn if PE classes are outside and weather permits. No short-shorts, spandex, or cut-off shorts will be allowed.

Non-compliance with dress code can result in future loss of “No-Uniform Day” privileges.

The School Office has a gently used uniform exchange available to all parents. Uniform items are available year round or when available. Parents are welcome to take what they need. If you have items to donate, please contact the office.

DROP-OFF AND PICK-UP

For the safety of our students, staff, and parents, it is very important that everyone cooperates together in the parking lot. Please remember, the middle entrance to the lot is not to be used in the morning for drop-off or in the afternoon for pick-up. The NORTH end is for entrance while the SOUTH is for exiting. Please become familiar with the traffic patterns described below.

At morning drop-off:

- All traffic should enter from the North entrance to the parking lot
- Drive west past the church and enter the car line.
- Parents who choose to drop-off their child/ren using the car line, may **not** park their cars in line. If a child needs help exiting a vehicle, parents are to park in the parking lot and walk their children across the lot.
- Once the vehicle gets to the front of the school doors, students may exit the vehicle.
- Exit the parking lot using the South entrance only

At pick-up:

- Vehicles should enter the parking lot using the North entrance
- Parents who choose to pick up using the car line should proceed in the car line until they reach the front walk of the school.
- At no time should a parent pull between the buses. Buses will always be first in line for pick-up.
- Staff will be directing students to remain at the front of school until their parent/guardian has proceeded to the front.
- If your child needs to be placed in a car seat or needs help with getting in a car, you should NOT use the car line. Please park and assist your child
- Exit the parking lot using the South entrance only

Parking Lot Etiquette:

- Allow yourself enough time.
- PATIENCE is needed.
- NO PASSING OR CUTTING EACH OTHER OFF.
- Students need to be ready to get out of the car once you are in the car line. Say your goodbyes and kisses while waiting in line.
- Pull all the way up and do not leave gaps in the lines.
- Do not use cell phones while in the lot, please focus on the safety of the kids.
- At pick up, you need to move slowly and allow every other car to exit.

Following is a map of the traffic pattern for drop-off and pick-up:



Parking Lot Concerns

It is the responsibility of the principal and the staff to keep all of your children safe and we take this very seriously. In the event of non compliance to the rules:

- The principal and staff will be documenting license plates and incidences.
- Warnings will be issued to parents.
- If persons are not following school rules, they will not be allowed to pick up or drop off your children.

If this is not abided by, the local law enforcement will be involved.

DRUGS AND ALCOHOL

The possession, distribution, use of or being under the influence of alcohol, drugs, or controlled substances, or the possession of drug-related paraphernalia by students while on school premises, at school-sponsored activities, or on school-sponsored transportation is prohibited.

While students violating this policy will be subject to school disciplinary action, including suspension or expulsion from school, the school will provide support, information, guidance (but not counseling) and referral for treatment for students who show indication or a behavioral/medical problem associated with alcohol and other drug abuse, for students who live in chemically dependent family environments, and for students returning from alcohol and other drug abuse treatment.

An important aspect of this policy is prevention, intervention, and treatment services to be provided to students experiencing alcohol and other drug-related problems. The primary service offered for students will be education, assessment, intervention, referral and support services utilizing professional counseling

services. Students may come into contact with these services through a referral by staff (with or without infraction of the policy), self, peer, family, or community. Students seeking assistance for alcohol and other drug-related problems shall be entitled to confidentiality, except when the immediate health, safety, and/or welfare of the student or others is endangered or when the student is in violation of this policy at the time the information is made available.

For the purpose of this policy, “drugs” shall mean:

1. all controlled substances prohibited by law
2. all alcoholic beverages
3. tobacco products including cigarettes, snuff and chewing tobacco, vaping, and marijuana
4. any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to school policy.

Implementation of Drug and Alcohol Abuse Policy

Implementation shall involve a two-fold approach:

- Prevention, intervention, and treatment measures for students experiencing alcohol and other drug-related abuse problems.
- School disciplinary action for violation of this policy. Enforcement of the policy will be the responsibility of the school principal.
 - First Violation: The severity of the situation will determine the disciplinary action to be taken. The student will be subject to discipline that may include up to a three-day suspension or expulsion and elimination from participation in sports.

NOTE: The first incident if distribution or sale or inducing another student to use drugs/alcohol may be automatic grounds for expulsion.

- Second Violation: The student shall be expelled unless it is determined by the principal and pastor that there are extenuating circumstances that justify continued enrollment in the school.
- Third Violation: The student shall be expelled

EMERGENCY HEALTH INFORMATION RECORDS

The Emergency Health Information Record is one of the most important records requested by the school. Current information is vital for the proper care of your child in case of illness or injury during school hours. The emergency contact should be someone other than the child’s parents, who is available with transportation during the school day. New emergency information for the school must be updated every year. This may be a written document or on the School Information System (SIS). Details will be provided at the beginning of each school year.

IMPORTANT:

1. Parents are asked to inform the school office any time during the school year that their contact information has changed.
2. If the parents can’t be reached, a child may be sent home with the emergency contact who is then responsible for contacting the parents.

EMERGENCY OPERATIONS PLAN

St. Leonard School has in place a complete protocol to respond to any emergency or disaster, including but not limited to fire, tornado, hazardous material, bomb threat, evacuation, and relocation. The Emergency Operations Plan will be used if a life-threatening emergency requires specific action to be

taken to ensure the safety of students and staff. This plan is known only to school personnel and for security reasons will not be discussed publicly. If such a situation should occur, every effort will be made to keep families of students and staff totally informed through email.

Under no circumstances should family, friends, or relatives come onto the school grounds during the emergency. We ask this for your own safety as well as for the staff and students' safety.

EMERGENCY SCHOOL CLOSING

Emergency school closings (which allow for little parent notification) are a possibility throughout the year. Be certain you have stand-by emergency arrangements in place, and that your child understands what to do and where to go in the event school is dismissed early. In order to provide for the safety of students, when St. Leonard School, Christian Formation and/or Youth Ministry classes are dismissed early or canceled due to a weather emergency, all other after-school and evening student activities shall be canceled for that day. In weather emergencies St. Leonard School always closes if Muskego-Norway Public Schools close. Closings are announced via email, as well as on WTMJ Channel 4, WITI FOX Channel 6, and WISN Channel 12 TV stations.

EQUIPMENT

No school equipment or property shall be removed from the building without permission from the principal or pastor.

FIELD TRIPS

All Field trips must have a clear educational purpose and are linked to specific standards within the curriculum. The trips will be arranged by the teacher with the consent of the principal. Transportation of pupils for field trips will be by a licensed public carrier or an approved driver. Field trip cost will be defrayed by asking each child to pay his/her own way. In the event that a child is unable to do so, arrangements may be made with the principal. In most cases, field trip fees are not refundable. Prompt payment should be made via TADS. Written consent of the parents is necessary before the child is permitted to go. Electronics are not allowed on field trips unless specific permission is given by the principal. Field trips are part of the curriculum and all students are expected to participate in their class field trips. There will be no overnight field trips.

Fund-raising for Field trips

Certain 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 must 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.

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

ANY CHAPERONE THAT GOES ON A FIELD TRIP OR VOLUNTEERS IN SCHOOL MUST BE SAFE ENVIRONMENT (SEE) TRAINED THROUGH THE ARCHDIOCESE OF MILWAUKEE.

FUNERALS

Unless permission is withheld on the Funeral Mass Exclusion Form, students in Grades 3-8 will likely attend the funeral mass of members of school or parish staff, spouse or child of staff member, school parent, or a child of a school parent if held at St. Leonard Parish.

GRADUATION

Pupils graduating from the elementary schools of the Archdiocese receive the official diploma issued by the Department of Education. The principal, with the eighth grade teacher, coordinates all graduation activities. A graduation meeting is held in fall for eighth grade families giving details of graduation. It is recommended that the attire for both boys and girls be kept simple and dignified. The Home & School Association covers the student graduation fee. All tuition and fees must be paid in full before graduation.

Seventh grade families host the graduation social. Seventh graders and at least one parent are required to participate on graduation night. A meeting about eighth grade graduation is held in fall for 7th grade parents giving them details of what is expected.

GRIEVANCES - Archdiocesan Policy 1312

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

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within 10 days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

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

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

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

Should resolution not occur after all reasonable attempts have been made at the school/parish level, the parent can appeal in writing to the Superintendent of Catholic Schools. Upon receipt of the written appeal, the superintendent will investigate and determine if proper procedures were followed at the local level.

HOMEWORK AND TESTS

Home assignments are an outgrowth of the class work. Home assignments need not always be written. Supervising the assignments of your child is highly recommended and indicates an interest in the academic progress of your child. However, doing the assignment for your child prevents his/her growth in the specific academic area.

Assignments are expected to be completed and submitted on time.

Each student from Grade 1-8 is expected to keep an assignment notebook, so parents will be able to see work assigned and if it is completed. A brief description of assignments may also be posted on the SIS.

Assignments are usually given during the school day and might be partially or totally completed depending on how well the child used study time given in school. Following are the school's guidelines for daily home study:

K4 and K5	10 minutes
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Grades 1 - 3	30 minutes
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Grades 4 - 5	45 minutes
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Grades 6 - 8	60 minutes
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Recommended guidelines of homework are inclusive of reading minutes.

Accelerated classes may require more homework time.

Regular homework assignments may be assigned over the weekend. Teachers will make every effort to avoid/reduce homework and tests for school days following all-school events. Students who are absent are given one school day to make up work, for each day of absence. Long-term tests and projects are due upon return.

All tests are sent home for a parent signature and must be returned to school. Tests may be returned to parents to keep upon written request.

IMMUNIZATION REQUIREMENTS

Wisconsin state law requires that all students attending public, private and parochial schools must meet the following minimum immunization requirements:

K3 – K4:	4 DTP/DTaP/DT,	3 Polio, 3 Hep B, 1 MMR, 1 Varicella (chickenpox)
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K5 - 6:	4 DTP/DTaP/DT/Td,	4 Polio, 3 Hep B, 2 MMR, and 2 Varicella
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Gr. 7 - 8:	4 DPT/DTaP/DT/Td, 1 Tdap, 4 Polio, 3 Hep B, 2MMR, and 2 Varicella
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The first MMR (Measles, Mumps and Rubella) vaccination must have been received ON OR AFTER the child's first birthday.

KINDERGARTEN (K3, K4 and K5)

St. Leonard offers K3, K4 and K5 Programs and we follow the Wisconsin Model for Early Learning Standards.

For K3 parents have the option of choosing the 5-Day Program Mondays through Fridays, either full days or half-days (7:30AM – 10:40AM) OR the 3-Day Program, Mondays, Wednesdays, and Fridays, either full days or half-days.

For K4 and K5 parents have the option of choosing either full days or half-days (7:30AM – 10:40AM), both five days per week.

K3 is the entry grade for the school. The K3 Program follows the Wisconsin Model for Early Learning Standards (WMELS) and is play-based. Full tuition and a registration fee are charged. Early pre-registration is STRONGLY encouraged.

For K4, academically, the goal is to introduce young students to the fundamental skills of language arts, math, science, social studies, and religion, and to prepare them for K5. Daily lessons are mastered by exploration, free play, and social skills, with the ultimate goal of fostering and incorporating their love of God through daily work and play. Tuition and a registration fee are charged. Early pre-registration is STRONGLY encouraged.

For K5, we have three primary goals: first, to prepare the children academically and socially for first grade; second, to enhance each child's natural enthusiasm for learning; and third, to foster in all students an understanding that they are special children of God. The K5 curriculum includes reading and math skills, religion, music, gym, art, handwriting, social studies, science, and play. Tuition and registration fees are charged.

If, for some reason, parents need to switch a child from half-day to full day or vice versa, only one switch during the school year will be allowed, and tuition will be recalculated.

K4 and K5 students may participate in the National School Lunch Program.

K3, K4 and K5 students must be completely toilet trained and be able to use the bathroom independently.

LIBRARY

The St. Leonard School Library contains thousands of titles available for check out (fiction, non-fiction, biography, easy readers, beginning chapter books and reference). All students in grades K3-8th have opportunities to visit the library and to check out books. Volunteers are welcome to read to the younger students.

Students are encouraged to choose their own books to develop their strengths as readers. This is an integral part of nurturing a love of reading. Contemporary young adult literature may include mature content. A wide variety of books are selected for the library to meet the needs of all students' reading levels and personal interests. Parent involvement is necessary to ensure that the books your child chooses are appropriate and consistent with your beliefs. Please check with your child often and discuss what he/she is reading.

Students may wish to read a book they already own or have checked out from the public library. As we are a K3-8 school, we ask that students not bring adult or high school literature to school to read independently. Our goal is not to ban books, but to use library time to provide age-appropriate reading materials to your child.

Library Mission Statement:

The mission of the St. Leonard School Library is to provide all students with the freedom to choose age-appropriate reading materials which support and enhance the school curriculum, help students learn about the world around them, assist every student in reaching their individual reading potential, and

encourage a life-long love of reading. It is the goal of the school library to provide books and media materials to support the instructional program. All materials will be:

- a. Consistent with the mission of St. Leonard School
- b. Supportive of the religious formation and intellectual, ethical, cultural, and social development of the student
- c. Designed to give access to ideas essential to the development of students' critical thinking skills and decision-making processes.

Student Conduct in the Library:

As readers need a quiet atmosphere, students are required to keep conversation to a minimum in the library. Computers are considered research tools and students will not have access to games and game websites.

Student patrons of the library must follow the established rules of acceptable school behavior:

1. Use a quiet voice so as not to disturb other students.
2. Treat all library materials with respect.
3. No food, drink, or gum inside the library.
4. Time in library is to be spent reading, researching, selecting books and participating in library activities.
5. All school rules, including those that apply to dress code, will be enforced.

Student Library Check-Out Policy:

Students in K3-2 may check out two books for a one-week loan period. Students in grades 3-8 are allowed to check out one or more items for one week at a time. Books may be renewed as long as another student has not placed a hold on that item. Students may not check out another book from the library until all overdue items are returned. Books are to be brought to the library to be renewed. If a book is lost or seriously damaged, parents are responsible for the current replacement cost.

The library uses an automated checkout and catalog system. All library materials must be checked out before leaving the library. Encyclopedias and other reference books are not to leave the school and are to be returned by the end of the school day unless other arrangements have been made with the classroom teacher.

Library Funding:

The library is funded by the spring and fall book fairs. Donations are welcome.

LITURGY

Prayer experiences, either formal or informal, are provided daily in the classroom for all children. All-school liturgies are planned by classroom students and are celebrated weekly. As the faith development of the children is a central mission of our school, parents and friends are encouraged to join in these liturgies.

LOCKER AND DESK INSPECTION

School desks, lockers, and other spaces provided for the students are the property of the school. At no time does the school relinquish its exclusive control of these spaces provided for the students' use. School authorities, for any reason, may conduct general inspections at any time, without notice, without student consent, and without a search warrant.

LUNCH PROGRAM

Hot lunch and milk are available beginning normally with the first day of school for grades K4-8. Menus are published monthly in the school newsletter, the school website, and can be found on the School Information System (SIS). Lunch prices will be published in the Fall Family Packet cover letter and on monthly Lunch Menus. Parents will be billed online monthly through TADS for lunches and milk ordered by their child/ren.

St. Leonard School participates in the National School Hot Lunch and Milk Programs. Low-income families are encouraged to apply for free or reduced lunch prices. This information is distributed to all families at the beginning of the school year and is available throughout the school year by contacting the school office.

MANDATORY REPORTING - CHILD ABUSE AND NEGLECT (Archdiocesan Policy 5140.1)

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

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

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

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

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

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons

other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

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

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

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

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

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

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

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement
- The reporter should be prepared to share detailed information, including:
 - Reporter's name, position, parish/school, parish/school phone number.
 - Child's name, address, and age.
 - Reporter's relationship to the child.
 - Parent's name, address, work place (if applicable).
 - Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable)
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

Report of Suspected Parish/School Employee

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

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop

will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

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

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

A criminal background check must be repeated every five (5) years. All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

MANDATORY REPORTING - SCHOOL VIOLENCE THREATS (Archdiocesan Policy 5140.12)

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

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect. The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

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

According to Act 143, a law enforcement officer has the right to question a student, even without a warrant. The administrator will notify the parents that the child is being questioned.

MEDICATION POLICY

1. Students are discouraged from bringing medication to school unless ABSOLUTELY NECESSARY.
2. Students are not permitted to keep prescription or over-the-counter medication in their school bags, desks, or on their person; all medications must be kept in the school office in a locked drawer.
3. All medication must be in the original container. The container must be plainly labeled with the student's name, dosage and time to be given.
4. DO NOT SEND FULL PRESCRIPTIONS - only the dosage needed to be taken at school for the duration.
5. Prescription drugs require that a Medication Consent Form be signed by a doctor (forms are available on the SIS and from the school office).
6. Non-prescription drugs require a Medication Consent Form signed by a parent (forms are available on the SIS and from the school office).

NON-CUSTODIAL PARENT RIGHTS

In the interests of the child as well as in fairness to a non-custodial parent, the school will attempt to keep a non-custodial parent informed of all school activities, student progress, etc. Non-custodial parents are encouraged to contact the school office for further details.

NUTRITION GUIDELINES

Nutrition influences a child's development, health, and well-being. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This school-wide wellness policy encourages all members of the school community to create an environment that supports lifelong healthy habits. It is recognized that there may be special occasions when the school principal may allow a school group to deviate from these guidelines.

The nutrition policy of St. Leonard Grade School is to:

1. Provide a positive environment and appropriate knowledge regarding food and activity.
 - 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 cafeteria area.
 - Enable all students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food and exercise choices for their lifetime.
2. When using food as a part of a lesson, snack, or incentive program, the school community should adhere to the wellness policy plan whenever possible.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek good nutrition choices.
4. Reduce student access to food of minimal nutritional value.
5. Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.
6. Encourage the practice of good nutrition by reducing the sales or distribution of food of minimal

nutritional value through a plan that focuses on:

- Reducing access to non-nutritional foods
 - Educating student/parents/guardians about healthy food choices
7. Classes may not substitute regular cold or school prepared hot lunch with other lunches (e.g. pizza party).

PHONE CALLS

No teacher or pupil will be called from class to answer the phone. If an emergency arises, an exception will be made by the principal.

In order to develop a sense of responsibility in the students, no student will be given permission to call home for forgotten books, assignments, etc. Under exceptional circumstances permission may be granted by the principal to use the phone.

PICTURE DAY

Individual pictures of all students are taken for our annual yearbook by a professional photographer each fall. Parental purchase of these pictures is optional.

PLAYGROUND SUPERVISION

Playground supervision is provided by paid and volunteer personnel. All Playground Supervisors must attend Safe Environment Training.

PROMOTION/RETENTION

Pupils will usually be placed in a grade level with other children of similar chronological age and will progress annually from level to level. Occasionally a pupil will be required to repeat a complete grade level when, in the judgment of the professional staff, the retention is in the best educational interest of the pupil involved. When retention seems likely, the school will contact parents to discuss the matter. A final decision regarding retention will be made by the principal.

RECESS

All children are expected to be outdoors when weather permits. If a child is well enough to be sent to school, s/he is well enough to play outdoors, unless we have received a note from the doctor. There is no supervision for students to stay indoors during recess. Students will stay indoors only when the wind chill factor is 0° F or lower, or during inclement weather. In that case the children will engage in indoor activities under the supervision of the Playground Supervisors.

REFUNDS

Tuition:

For withdrawals prior to the first day of school, full refund less registration fee shortfalls and less a \$50 bookkeeping fee per student, will be granted. With the beginning of a school year, tuition refunds, less a \$50 bookkeeping fee per student, will be granted based on the following considerations:

1. Previous year's tuition payments and registration fee are paid in full.
2. That portion of payment defined as tuition will be refunded on the following basis:
 - a. For withdrawal on or before the start of the second quarter, 75% of the current year's total tuition less registration fee shortfalls through November 1 will be refunded upon written request, within 30 days of withdrawal.
 - b. For withdrawal on or before the start of the third quarter, 50% of the current year's total tuition less registration fee shortfalls through February 1 will be refunded upon written request, within 30 days of withdrawal.
 - c. For withdrawal on or before the start of the fourth quarter, 25% of the current year's total tuition less registration fee shortfalls through April 1 will be refunded upon written request, within 30 days of withdrawal.
 - d. For withdrawal April 2 or later, no refund will be given.
 - e. There will be no refunds for families who have 'special arrangement' payments for tuition.

Registration Fee

The registration fee is non-refundable.

REGISTRATION

Registration for continuing students (Gr. K4-7) usually occurs in Spring for the following year. At that time registration on TADS, our online registration, tuition and fees platform, and payment of the registration fee are due. Timely registration is necessary so that sufficient supplies and books can be ordered in June, and in fairness to those on the waiting list. Consequently, students who are not fully registered (fees paid) by the registration due date will not be guaranteed a seat and will be charged a \$50 late fee per student.

RELATIONSHIP TO PARISH AND ARCHDIOCESE

St. Leonard School is a Catholic School in the Archdiocese of Milwaukee School System. St. Leonard School is supported and ministered by St. Leonard Parish. All parish families receive a subsidy to attend St. Leonard School by their membership in the parish. All families are expected to financially support St. Leonard Parish at the level at which they are able.

REPORT CARDS / STUDENT PROGRESS

Parents are kept aware of their child's progress in school by:

1. Report Cards are published three times a year for Grades 1-8 and at the semester for K3, K4 and K5. Report cards will not be published early for students who won't be in school on the day they are published.
2. Parent/Student/Teacher Conferences. A mandatory conference is held in October. Students are encouraged to attend this conference with their parents. Optional conferences are held in March.
3. Special conferences may be requested at other times by the teacher or the parents. Parents are asked to make an appointment to see the teacher after school. Please make these appointments by contacting the teacher directly, or call the school office.
4. Progress Reports are published halfway through each Trimester for all students in Grades 1-8.
5. The online School Information System (SIS). Parents of students in grades 1-8 may check their child's grades online through the school's SIS. Login instructions and passwords will be given to new parents in the fall.

Grading / Proficiency Scales:

K3 and K4: Narrative Report Cards. Form adopted by the Archdiocese of Milwaukee.

K5: Two report cards: The Archdiocesan Narrative Report Card (issued each semester) plus the Standards Report Card (issued at year-end), using the following scale:

- S** **Secure** – Demonstrates consistent understanding and application
- D** **Developing** – Demonstrates general understanding
- E** **Emerging** – Needs more time to develop

Grades 1-8 will utilize the following Standards-Based Proficiency Scale - (see following chart)



Standards-based Assessment and Grading Glossary

Priority Standards – Standards that have been identified as essential in a particular grade level or course, requiring more instructional time and mastery by all students.

Supporting Standards – Standards that have not been identified as most essential, but are still taught in a grade level or course.

Proficiency Scale - A scale that identifies distinct levels of knowledge and skills relative to a specific standard or related standards.

Grades 1-3 Proficiency Scale

3 Proficient	<ul style="list-style-type: none"> • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. • Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> • Student demonstrates partial understanding of grade level standards. • Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none"> • Student needs more time to develop understanding of grade level standards. • Student can complete learning activities with assistance.

Grades 4-8 Proficiency Scale

4 Advanced	<ul style="list-style-type: none"> • Student demonstrates understanding of concepts and skills extending beyond grade level standards. • Student can independently complete self-directed studies.
3 Proficient	<ul style="list-style-type: none"> • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. • Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> • Student demonstrates partial understanding of grade level standards. • Student can sometimes complete learning tasks without assistance.
1 Emerging	<ul style="list-style-type: none"> • Student needs more time to develop understanding of grade level standards. • Student can complete learning activities with assistance.

SAFE ENVIRONMENT EDUCATION (SEE)

SEE, a training program on the prevention and recognition of sexual abuse of minors, IS A MANDATORY PROGRAM THROUGH THE ARCHDIOCESE OF MILWAUKEE FOR ANY FIELD TRIP CHAPERONES OR SCHOOL VOLUNTEERS.

SCHOOL COUNSELING SERVICES

St. Leonard School has a school counselor on site two times a week. The School Counseling program offers students the opportunity to reach their fullest potential in areas of academic achievement, social and emotional awareness, personal development, and college/career readiness.

Guidance Curriculum

- Provides guidance content in a systematic way to all students
- Catholic Teaching Resources - [link](#)
 - Responsible decision making
 - Relationship skills
 - Self-awareness
 - Self-management
 - Social awareness

Individual Student Planning

- Assist students in planning, monitoring, and managing their personal and career development through
 - Individual counseling sessions
 - Group counseling sessions

Responsive Services

- Addresses the immediate concerns of all students

System Support

- Includes program, staff, and school support activities such as
 - Guidance program development
 - Parent education
 - Teacher/Administration consultation
 - Staff development
 - Community outreach

SCHOOL INFORMATION SYSTEM (SIS)

St. Leonard School uses PowerSchool, an online School Information System, to report grades and to manage student and family data. All families will receive Login and Password information in the fall, or when they register.

SCHOOL NEWS

The school newsletter is published each Thursday, sent to all parents, and is posted on the St. Leonard School page of the parish Website. Hard copies are provided upon written request to families without Internet access. Be certain to read this important information.

SCHOOL RESOURCE OFFICER

The Muskego Police Department and Muskego Public Schools work with St. Leonard School to provide a School Resource Officer. District and school-level Emergency Response Teams meet regularly with the Muskego Police Department to research and implement the most up-to-date procedures in protecting our students and staff from dangers in a crisis, as well as disseminating to staff at all buildings our safety procedures and protocols to follow.

Our School Resource Officer visits St. Leonard School regularly. He/She teaches D.A.R.E to our students in 5th grade, and provides assistance with emergency drills and potential emergency situations.

SECURITY CAMERAS

St. Leonard School has installed security cameras in public locations throughout the school and on the grounds. Signage has been posted.

SERVICE HOURS

Service is an integral part of the St. Leonard School Mission. It encourages community and promotes leadership and social justice in our children through the sharing of students' gifts and talents. Through participation in service projects, children learn they can have a positive impact on the people and the world around them. Service Projects help children to develop problem solving skills, social cooperation and to practice the values of courtesy, respect, kindness, and giving. Good service projects match a real community need. In turn this provides a rewarding leadership experience for young people, and a good example on how to follow God's footsteps.

All students will participate in service projects throughout the school year. Students and teachers will connect with community members/organizations and will develop lasting relationships. Students will write about their experiences and reflect on the benefits to their community.

SPECIAL LEARNING NEEDS

Whenever a teacher, principal, or parent (usually through the classroom teacher) initiates a concern related to physical, social, emotional, or learning situations the teacher will attempt interventions. If concerns persist, a meeting will be held to discuss the needs of the student. This meeting may include the teachers, principal, parents and support staff. The meeting will help to generate strategies based on the input from participants at the meeting. Strategies and follow-up decisions will be based on the meeting; future meetings will be convened as needed.

If the progress of the student remains a concern, it may be necessary to initiate an Individual Education Plan (IEP) evaluation. This can only be done with the written consent of the child's parent. The school or the parents may contact the Muskego/Norway Public School District to request this evaluation.

PHILOSOPHY: St. Leonard School believes that, when necessary, the educational program of a student may be modified to meet the specific needs of the child. This is consistent with the school philosophy of educating the whole child - spiritually, morally, intellectually, socially and physically.

PHASE I: INITIAL ASSESSMENT AND INTERVENTION

PURPOSE: The purpose of the initial assessment is to allow the student to succeed in the regular classroom with a minimum level of intervention. The primary responsibility for the phase lies with the classroom teacher.

PROCESS:

Step 1: A teacher, parent or student initially expresses concern to others involved in the child's development about the student's academic or behavioral progress.

Step 2: The teacher(s) observes the student and gathers further information about his/her history.

Step 3: The teacher implements and records interventions (Form A)

PHASE II: INDIVIDUAL EDUCATION PLAN (IEP)

PURPOSE: In all cases, an Individual Education Plan (IEP) is done to help the student experience success in his/her schoolwork. The plan is developed with the consent of parent(s) and is monitored by the teacher, principal, and School's Supportive Consultant.

PROCESS:

Step 1: The student must have gone through the Supportive Consultant referral process and must have been identified as a student who would benefit from modifications in his/her academic program.

Step 2: The principal shall obtain parental permission to modify the child's education program.

Step 3: An IEP conference will be held with the parent(s), involved teachers, the principal, the Supportive Consultant, and other parties as deemed necessary. Findings will be shared, recommendations will be made, planning will be done, and parental approval of the proposed IEP will be sought (lack of parental approval at this time terminates the process).

Step 4: Specific skills to be modified, and the interventions needed to improve them, are defined by the teacher with input from the Supportive Consultant, principal, and student. One copy of this will be given to the teacher, one copy will be given to the parent(s), and one copy will be put in the student's file.

Step 5: The length of the IEP and evaluation techniques to be used are also determined.

Step 6: If, at any time, the parent(s) is not pleased with the program, the parent(s) may, in writing, terminate the modified educational program.

Step 7: The IEP will be reviewed annually by the team mentioned in Step 3.

SPIRIT WEAR

St. Leonard Spirit Wear is a means of showing our school and parish spirit and promoting our school to the greater Muskego Community. Students may wear approved Spirit Wear items to school on designated days. Wearing Spirit Wear also qualifies youth for free admission to St. Leonard home athletic games and makes a great gift! Spirit Wear is available year-round by placing online orders at

<https://www.spiritshop.com/school/wisconsin/muskego/saint-leonard-school>

Thanks for supporting this Home & School fundraiser!

STATE TESTING

Achievement tests are administered throughout the school year. MAP, or the Measure of Academic Progress, is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote your child's academic growth. St.

Leonard School tests students in K5-8th. Students are tested in the fall to get a base-line and then again in May to determine their overall growth in certain academic areas: Reading, Language, and Math.

Students will also be taking the Wisconsin State Forward Exam in March. The Forward Exam is designed to gauge how well students are doing in relation to the Wisconsin Academic Standards. These standards outline what students should know and be able to do in order to be college and career ready.

Because the administration of these tests is over several days, please do not schedule any vacations during these times. Parents will receive a detailed report of their child's test results.

STUDENT RECORDS: CONFIDENTIALITY

The school has the responsibility to keep educational records for each student which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it. After the student has graduated or terminated his/her education the permanent record will be maintained for 65 years. Thereafter the permanent records may be offered to the parish for the archives.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request, be provided with a copy of the records.

Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

SUICIDE PREVENTION

When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in danger of harming him or herself through an attempted suicide, or has attempted suicide, that person is to report the situation immediately. The procedure to report this situation is as follows:

1. Contact the building principal and/or a member of the pupil services staff. Do not leave the suicidal student without adult supervision for any amount of time while making this contact. If the student's life is in imminent danger, summon law enforcement personnel to transport the student to the nearest hospital emergency room.
2. The building principal and pupil services team shall contact the student's parents and request that they meet with the school staff immediately. The parents shall be informed of the report that their child has attempted, or is planning to attempt, suicide. This meeting may take place at school or at a hospital depending on the danger to the student's life. The building principal shall determine the location of the meeting.

3. If the danger to the student is not imminent, the principal and/or the pupil services team shall determine if it is appropriate to involve professional counseling at this time or urge the parents to seek professional counseling (Children's Hospital, 414-266-2000).
4. The principal shall discuss with the parents the implementation of the recommendations of the professional personnel.

St. Leonard School has a school counselor in school twice per week, available for whole class lessons, group talks, and individual sessions. (for more information, please see "SCHOOL COUNSELING PROGRAM")

TADS

TADS is the school's online Registration, Tuition and Fees Management Program, run in partnership with SchoolSpeak, our School Information System. This program handles school registration as well as payment for all school-related costs families will incur during the school year, including but not limited to: registration fee, tuition, lunch, field trips, library fines, technology fines, and AfterCare. Families are given TADS sign-up information upon school registration.

TUITION/FEES

All Fees and the Fee Payment Policy include but are not limited to: registration fee, tuition, lunch, field trips, library fines, technology fines, and Extended Care. Tuition and fees should be paid online through TADS, our school's online Tuition and Fees Management Program.

Registration Fee:

A \$200 non-refundable Registration fee is due upon registration.

Registration Fee Payment Policy:

The non-refundable registration fee must be paid in full with the registration form, by the registration due date. Fees not paid by that date will be considered in arrears and will incur a \$50, non-refundable late fee.

See "Registration" for more information

Tuition:

K4 – Grade 8 parishioner tuition is subsidized by the parish at a rate of approximately 48.5%. K3 tuition and non-parishioners must pay the actual full cost of the child's education. Both parishioner and non-parishioner tuition will be determined annually by the principal and Parish Finance Committee. Tuition is payable online monthly through TADS, the school's Tuition and Fees Management Program. Tuition for graduating students and non-parishioners is prorated on a ten-month basis and is due in full by April 30th of the school year. Tuition for all other families must be paid in full by June 1st of the school year.

Tuition Payment Policy:

Electronic tuition invoices will be sent out monthly to all registered families fifteen (15) days before their tuition due date via TADS, the school information system.

Tuition Assistance:

Tuition Assistance may be provided by the Wisconsin Parental Choice Program for eligible students. If you're interested in information on this program, please see Wisconsin Parental Choice Program in this handbook.

If a student is not eligible under the Wisconsin Parental Choice Program, an application for special assistance can be made to the parish Financial Assistance Review Board. The Financial Assistance Review Board will consist of the Director of Administrative Services, the two Parish Trustees, and the Finance Council Chairperson. The Principal will be consulted for input in all matters regarding tuition assistance.

An application for tuition assistance must be filled out by the parent or guardian of the students and forwarded to the Director of Administrative Services by the date on the application form for the upcoming school year. This application must be supported by adequate evidence, including a copy of the parent's/guardian's most recent Federal tax return. The Financial Assistance Review Board will review the application and supporting evidence. The Board will then forward a decision to the family.

There is no reduction in the registration fee, which must be paid in full at the time of registration. If a family experiences a significant change in financial circumstances during the school year and, as a result, is unable to make the agreed tuition payments, they should immediately contact the Director of Administrative Services and request an application for tuition assistance. Please do not delay in keeping the Financial Assistance Review Board informed of your situation.

No child will be refused a Catholic education because of the family's inability to pay full tuition, subject to the terms of this policy. All information involving tuition assistance will be kept strictly confidential.

Tuition Arrears:

Tuition payments are expected to be paid by their due dates. If tuition is not paid by the due date, TADS will notify the family via an email on the day following their due date. Payments not received within five (5) days after the due date will incur a \$35 late fee. Families that are experiencing some kind of situation that will cause them to be late with a payment should contact the Parish Director of Administrative Services, 262-679-1773, to work out a plan to avoid the late fee. If a family is behind in their obligations by 90 days, they must contact the Director of Administrative Services, who will schedule a meeting with the Financial Assistance Review Board to discuss their situation.

If the family is unresponsive in the efforts to collect the tuition payments or work out a payment plan, the student may not be allowed to be enrolled in school for the upcoming semester. This decision will be at the discretion of the Financial Assistance Review Board.

If tuition from the previous school year is not paid, pursuant to an approved payment schedule, enrollment for the upcoming school year will be denied.

Other School Fees/Payment Policy

Other school fees, including but not limited to: lunch/milk, field trips, library fines, technology fines and Extended Care must be paid by their due dates, or they will be considered in arrears.

Consequences of not paying fees on a timely basis are as follows:

- Students may not be able to participate in any school/parish athletic events
- Students may not be able to participate in any school/parish extra-curricular events
- Excess balances may result in a referral to a collection agency or Small Claims Court if no Special Arrangements are made

See “Refunds” for more information on Fees

VISITORS

Visitors/Parents are welcome at St. Leonard School. For safety reasons, parents or visitors entering the school must report to the Office first to sign in and pick up a Visitor sticker. Messages, articles dropped off for students, etc., are to be handled through the office to minimize disruptions.

Parents are not permitted to come in and talk to teachers during class time. Appointments should be requested in writing or by phone. Business of a personal nature between a parent and teacher should not take place when students are present.

Students who wish to bring a guest to school must present written permission from the guest’s parents to the principal at least two school days in advance. Such visits are approved at the principal’s discretion. The guest must obey all school rules. The guest’s host is also responsible for the guest’s behavior. If a guest wishes to visit during lunch, the office must be notified by 8am.

WELLNESS POLICY

St. Leonard School is committed to the optimal development of every student. Good Nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout our school.

A Wellness Committee shall be formed to assist in the creation of a healthy school environment. This committee will be made up of a diverse group of stakeholders from the St. Leonard School Community. The Committee shall meet no less than two times during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy. Laura Bisher, SFA is responsible for oversight of this Policy.

School Meal Programs:

- All meals must meet or exceed current nutrition requirements established under the Health Hunger-Free Kids Act of 2010.
 - Please go to [USDA meal pattern requirements](#) to see a full list of requirements
- School meals will include fresh produce and the cafeteria will provide taste tests at times for new or locally grown produce products.
- St. Leonard School participates in the USDA child nutrition programs that they qualify for – example, free and reduced lunch.
- All meals are accessible to all students.
- All students will be served lunch regardless of paid or unpaid balances.
- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes. Students may also keep a water (no juice) bottle at their desks during the day. Juice is okay in a separate bottle for lunch.

- Students are provided at least 20 minutes to eat lunch.
- Students are not permitted to leave school grounds during the school day.
- Menus will be posted on the school Website.
- Menus will be created by a certified nutrition professional.

School Meal Program Participation:

- St. Leonard School shall notify parents of the availability of lunch and shall be encouraged to determine eligibility for reduced or free meals.
- St. Leonard School shall restrict the scheduling of club / organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings.

Food and Beverages Sold Outside of School Meals:

- The sale of foods and/or beverages during the school day must be in compliance with the USDA nutrition standards and meet Smart Snack requirements
 - o Please go to [USDA Smart Snack Standards](#) for a complete guide
- St. Leonard School encourages that foods for celebrations, parties and classroom snacks meet or exceed the USDA Smart Snacks in School nutrition standards.
- Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behaviors.
- Non-food celebrations will be promoted and a list of ideas is available to staff (PJ Day, extra recess).

Food and Beverage Marketing:

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

Fundraising:

- St. Leonard School allows up to two exempt food fundraisers per year.
- Few restrictions are placed on the sale of food / beverage items sold outside of the school day.

Nutrition Education:

- Nutrition education shall be offered every year to all students.
- Children will have access to or learn about the importance of where the produce for their meals comes from.
- St. Leonard School shall provide nutrition education that helps students develop lifelong healthy eating behaviors.
- Teachers shall integrate nutrition education into other classroom subjects.
- St. Leonard School shall sue the [Wisconsin Team Nutrition Meal Appeal Self-Assessment](#) to determine ways to improve the school meals environment.

Nutrition Promotion:

- St. Leonard students shall receive consistent nutrition messages that promote health throughout the school year.
- If after school programming serves food, students will have healthy options.
- Free water is available to staff in the break room, and two water bottle filling stations are in school and available to anyone who wishes to use them.
- The St. Leonard School environment shall be aligned with goals that positively influence healthy eating habits.

Physical Activity:

- St. Leonard shall provide students with age- and grade-appropriate opportunities to engage in physical activity.
- The students shall participate in physical activity daily – gym, recess.
- St. Leonard will offer at least 20 minutes of recess on all or most days during the school year.
- Outdoor recess shall be offered weather permitting – discretion of principal.
- Teachers shall incorporate movement and kinesthetic learning approaches into instruction when possible.
- Students will participate in activities that promote movement
- Teachers will not use physical activity as a punishment and will make every effort to allow recess for students.

Physical Education:

- The physical education curriculum will align with Archdiocesan and state standards, and the teacher will be provided opportunities for professional development.
- St. Leonard students will receive the required number of minutes of physical education per week throughout the school year.
- All students will be required to engage in the physical education program and are not allowed to be exempt from PE to use the time for another class/activity in its place.
- Students are given opportunities to participate in physical activity in addition to physical education
- Physical education teacher will be a certified, or certifiable teacher

Other Activities that Promote School Wellness:

- All school nutrition program directors, managers, and staff will meet hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.
- St. Leonard School shall support student, staff, and parents' efforts to maintain a healthy lifestyle.
- Students shall be allowed to bring and carry water bottles filled with water only.
- Staff is strongly encouraged to model healthful eating habits.
- Use of materials depicting unhealthy food brands or logos is discouraged. The school will limit the advertising of unhealthy products in school publications.
- With parental permission, students may walk or ride their bikes to and from school.
- St. Leonard School shall inform and invite parents to participate in school-sponsored activities throughout the year.
- The Parish School Committee will review, make changes and updates to the school Wellness Policy on an annual basis. The SFA must conduct a comprehensive assessment of the School Wellness Policy. This assessment must be completed, at minimum, once every three years.

Triennial Assessment:

- St. Leonard School will evaluate its compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which the school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.

Update/Inform the Public

- St. Leonard School will actively inform families and the public about the content of and any updates to the policy through the school website and at PSC meetings.

Updated: 2/24/2023

WISCONSIN PARENTAL CHOICE PROGRAM INFORMATION (WPCP):

Goal of WPCP:

- To give parents more control over their child's education, and to allow parents to pursue the most appropriate learning environment for their children.
 - Religious instruction
 - Stronger discipline and school culture
 - Better foundational skills including reading, writing, mathematics, and science
 - Specific skills

Eligible Students:

- This program applies to new families and to students who currently attend K4 and K5 at St. Leonard School.
- The school determines the grade levels and the number of seats it will make available.

How do parents apply?

- Online application
- Provide proof they meet residency and income requirements
- The online application is not complete until the school to which they have applied has verified and accepted the required documentation.

What do parents do if their child is accepted?

- Parents must reply to the school in writing by the specific deadline.
- If the parent has applied to more than one school, the parent must choose which school they wish to attend and reply to that school within five days of notification.

Qualifying Incomes for Statewide Wisconsin Parental Choice Program:

- Please consult the DPI Choice Website for income limits.

Will the child be required to follow the school rules in the school handbook?

- Yes

Must a school provide transportation?

- No
- If the school chooses to provide transportation, a fee may be charged.
- In some cases, the school district provides transportation within the school boundary lines.

Fees:

- The parent/guardian of the School Choice student is responsible for social and/or extracurricular activities if they are not necessary to the private school's curriculum

Special Needs:

- WPCP Schools with available seats must accept any student that meets income eligibility and residency requirements – cannot select students based on other factors.
- However – as a private school, a school in the WPCP system is only required to offer services to a special needs student that it can provide with minor adjustments.

Random Selection:

- The DPI will conduct the random selection and shall give preference to, in the order of preference listed:

- (1) Pupils who attended the private school under the choice program during the previous year and their siblings;
 - (2) Pupils who attended a different private school under a choice program during the previous year and their siblings; and,
 - (3) Siblings of pupils who have been randomly accepted to attend the private school under the choice program who did not attend a private school under a choice program in the previous year.
- Pupil participation in the Wisconsin Parental Choice Program is subject to the 1% district limit and space at the school.

Wisconsin Parental Choice Program Appeals Process:

- Only applications received during open enrollment are eligible for appeal.
- Appeals must be submitted not later than four (4) business days from the date notification was sent. To register an appeal, please reply to your email notification and provide NEW information to be considered. Please understand that every effort will be made to accommodate open enrollment/school choice requests. Appeals may only be submitted in writing. DPI will read and respond to all email correspondence in a timely manner.

Open Enrollment:

Open enrollment for the WPCP program takes place February-April each year. Late applications will not be accepted for any reason. St. Leonard School will not deny acceptance to WPCP applicants to our school for any reason other than the inability to verify income, residency or if there is a lack of available WPCP seats. The WPCP program requires that St. Leonard School make a prior determination of how many WPCP seats it will make available for the next year. Admission may, therefore, be denied if our school reaches its WPCP cap. If the number of applications exceeds the number of available seats during open enrollment, a random lottery by DPI will determine your child's acceptance. If proper documentation is not provided, applicants may reapply during the next open enrollment period provided that proper documentation is presented. We do, however, reserve the right to assess students to evaluate the individual needs of each child, and determine their grade appropriate curriculum. While we do not currently have the resources to address children with special needs, St. Leonard School will work with parents to develop the best course of action to fit the needs of each child.

St. Leonard School cannot use grades, test scores, or other factors besides WPCP eligibility criteria for the program in admitting WPCP students. It is recommended that parents keep in contact with the school to receive the latest information regarding their application.

WITHDRAWAL AND TRANSFER

The following procedure should be followed when a child will be transferring to another school:

1. Parent informs principal of pending transfer; please advise at least one week in advance
3. Return all school-owned materials to the office
4. Partial tuition refunds are possible (see "Refunds")
5. Student records are sent directly from our school to the new school via U.S. mail upon receipt of a signed Records Release form from the new school.

Extra-Curricular Activities and Policies

ATHLETICS

The purpose and objectives of the Athletic Association as stated in its constitution are to:

1. Introduce students to and instruct them in competitive sports.
2. Instruct them in the rules of fair play and how to play as good Christians.
3. Assist students to learn to play to the best of their own capabilities.
4. Teach proper values and attitudes associated with winning and losing.
5. Teach sportsman-like conduct.
6. Review all athletic needs on a regular basis.
7. Provide supervision of all athletic activities.

Regulations set down by the Archdiocese of Milwaukee, in regard to school athletic programs are:

1. A student may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority is with the school/parish team, and the student maintains all other eligibility requirements.
3. Eligibility to compete will be determined by the player's academic effort, player's grades and conduct in school. Such determination will be made by the school principal after consultation with the player's teachers.

To further implement the above regulations, the school, together with the Athletic Association, has determined the following:

1. Students suspended from school (in-school or out-of-school) are automatically suspended from practice and games for that week.
2. Students involved in the Athletic Program will be required to maintain a satisfactory effort in all major subject areas. Effort is based on individual abilities. If a student athlete's effort is determined by the principal to be inadequate, the student's parents, as well as the Athletic Director will be notified in writing by the principal. The parents may, at this time, request a conference with their child's teacher and principal to discuss the matter. If the student's academic effort fails to improve, the student will be suspended from the team until a satisfactory effort is demonstrated. Students who are suspended from a team are not allowed to attend practices or participate in games.

Practice

1. Students who have practice right after school must go outside to the front playground (not change clothes first) until the Coach comes and calls them in, unless they have made previous arrangements with the principal before practice day.
2. Students having practice after school may not re-enter the building until their own coach arrives.
3. During practice, students must remain in the gym unless given permission by the Coach to use washroom or drink facilities.
4. No other students may be around watching practice or waiting for a friend.
5. Students absent from school because of illness may not attend practice or games that day.

Competitive sports offered at St. Leonard for girls and boys in Grades 5-8 are:

Fall:	Volleyball
Winter:	Basketball
Spring:	Coed Track

Competitive sports offered at St. Leonard for girls and boys in Grades K4-4 are:

Fall:	Grades K4 – 4	Coed Soccer
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Spring:	Grades K4 – 4	Coed Futsal
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ALTAR SERVERS

An altar server is any boy, girl, man, or woman trained to assist the priest during the celebration of Mass and other liturgical celebrations. Students in grades 4-8 are encouraged to participate in this program.

BAND INSTRUCTION

Instruction in band instruments (drums, saxophone, clarinet and flute, etc.) is offered on an optional basis for students in Gr. 4-8. Lessons alternate between groups for 30 minutes per week and private for 20 minutes per week, plus full band practice. These lessons occur during school time during alternating class periods. A fee is charged by the semester; checks payable to the band instructor. Students must also buy or rent an instrument. The band demonstrates their newly acquired skills at both the annual Christmas and Spring concerts. Watch for sign-up details in September.

SCOUTING

Girl Scouts, Brownies, Boy Scouts, and Cub Scouts are offered at St. Leonard School. Parents are troop/den leaders. Further information is available at the start of school.

STUDENT COUNCIL

Student Council is composed of officers and classroom representatives in grades 5-8. Members of the student council plan spirit events and special activities. Student council provides school and community services. Students may be removed from student council if academic or behavior standards are not upheld.