



# St. Gabriel Catholic Parish School

*Hubertus, Wisconsin*

2018-2019

## Student/Parent Handbook

School website: [www.sgabriel.org](http://www.sgabriel.org)

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## **ST. GABRIEL SCHOOL MISSION STATEMENT**

St. Gabriel Catholic Parish School is committed to cultivating a responsible and respectful Catholic identity in the name of Jesus. Our faith journey includes strong academics, discipleship of Christ in our communities, and a growing relationship with God advanced through the sacraments. We seek to build a parish community which has  
“many parts one body,” rooted in the values of the Gospel.

### **PHILOSOPHY AND GOALS**

St. Gabriel School, in partnership with parents and the Parish community, believes in providing a quality Catholic Christian education of the whole child within an environment which fosters a positive self image. The following goals specify implementation of this philosophy:

#### **Spiritual:**

1. To develop a personal faith relationship with God and Jesus based on Catholic teachings and traditions and fostered through prayer and worship.
2. To encourage and provide opportunities for service to others.

#### **Intellectual:**

1. To develop an academic base that will promote success in future endeavors.
2. To teach basic thought processes including logic, decision-making, problem-solving and critical thinking skills.
3. To identify creativity and to encourage and help in its expression.

#### **Social/Emotional:**

1. To nurture an awareness of personal worth by developing strengths and compensating for weaknesses.
2. To provide an environment which models a Christian value system.
3. To help develop a sense of partnerships with and respect for other individuals, the community and the environment.

#### **Physical:**

1. To help develop basic flexibility, strength, endurance and skills.
2. To teach the value of personal hygiene, good nutrition and exercise.
3. To motivate each child to respect his/her body and care for it responsibly.

## **ACCEPTABLE USE POLICY - COMPUTERS AND TELECOMMUNICATIONS**

### **Introduction**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of St. Gabriel Parish. Network and Internet access is provided to further legitimate the resource goals of this ministry. St. Gabriel Parish provides computing and network resources for the use of those affiliated with this parish. The equipment, software, and network capacities provided through these computer services remain the property of St. Gabriel Parish. All users are required to conduct their computing, data storage, and online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in an investigation, suspension or loss of privileges, and disciplinary, legal, and/or monetary

consequences.

### Acceptable Use

Appropriate or acceptable uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand the mission of St. Gabriel Parish.
- Using E-mail capabilities to facilitate distant communication.
- Using listservers and newsgroups to gain access to current information on local, state, national and world events.

## **ADMISSIONS/REGISTRATION (5110, 5111)**

### Non-Discrimination Policy

St. Gabriel School maintains an open admission policy regardless of religious affiliation or ethnic background. St. Gabriel School, in its enrollment practices, will not discriminate on the basis of race, color, disability, sex, national origin, or ancestry. Every effort will be made to accommodate the learning styles of every student. Proper procedures are in place and will be followed to determine if admission and attendance at St. Gabriel is in the best educational interest of special needs students. All admissions of new students will follow Archdiocesan Policy 5110 and 5111 with regard to a first semester probation period, and the possible conflict due to religious philosophy of the educational programs.

“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.” Archdiocese policy 6164.3

### Kindergarten

Junior Kindergarten (4K) is open to students four years of age by September 1. St. Gabriel provides an all day Kindergarten program open to students five years of age by September 1.

### New Students

Any student seeking entrance into Grades 1-8 will be carefully reviewed by the principal and, if admitted, will be placed on probation for six months.

### Registration Priority

Registration officially begins during Catholic Schools Week for the coming school year. If the applications exceed the available openings at any grade level, the criteria for acceptance listed below will be used to determine admittance:

1. Siblings of current students whose families are active registered parish members.
2. Siblings of current students whose families are Catholic, but are not registered members.
3. Siblings of current students whose families are not Catholic
4. Children of members registered in the parish - priority based on number of years, participation in volunteer activities and regularity of stewardship.
5. Children of recently registered members of the parish.
6. Children of Catholic families who are not registered parish members.
7. Children of non-Catholic families.

After the period of open enrollment, admittance or placement on the waiting list will be based on chronological order of registration.

### Re-Registration

School families are asked to re-register their children during the announced enrollment period. A non-refundable registration fee must be paid at the time of re-registration to ensure a spot in the school. This amount will be deducted from the total amount of tuition owed.

### Tuition

The tuition rates will be announced at the time of registration for the new school year.

### Early Admission

A child must be five years old by September 1st of that year to enter the 5K program (four years old for the 4K). Special allowances for early entrance are made only for those students who have passed the screening process and would be allowed early entrance into the public school program.

### Immunization Records

All students must have proper and up-to-date immunization records or a document of government dispensation from immunizations on file in the school office by the first day of school. St. Gabriel will comply with all government regulations for notification and reporting the lack of proper immunization records.

### Child Custody

A family information sheet must be on file with the school each year. A copy of the child custody court document must be on file for every child where the parents are separated or divorced. St. Gabriel School will remain strictly neutral on all child custody issues unless there is a copy of a restraining order against one parent on file in the school office. All family information, child custody documents, and restraining orders are kept confidential.

## **AFTER SCHOOL LEARNING PROGRAM**

St. Gabriel School's After School Program is for students in all day K4 through 8<sup>th</sup> grades. The program will run from 3:15 pm to 5:30 pm each day, and cost \$10.00 a day. This program is on a first come first serve basis. **This program is only available when St. Gabriel School is in session.** Examples of activities during this time are as follows:

- \* Technology
- \* Study Time
- \* Snack Time
- \* Christian Videos
- \* Outdoor /Gym activities

## **ANTI-BULLYING**

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

## **ARRIVAL AND DISMISSAL PROCEDURES**

Students may be dropped off as early as 7:45 in the morning (unless your child is registered for the Before School Program which starts at 7:00 a.m.). All car traffic should enter the parking lot

area from Hubertus Road, drop off children at the cones and exit the south entrance to Scenic Road. Please do not park on the dumpster side as we do not want children walking in front of the moving cars. When picking up at the end of the day, enter the south entrance from Scenic Road, proceed to the coned area, pick up your child(ren) and exit the northwest driveway onto Hubertus Road. Parents that need to park, should park on the north side of the parking lot to the west of the exterior gym wall. Please do not park in the middle of the playground. If anyone other than parents are picking up, please remind them of these safety rules. All students will wait behind the coned area until their parents pull up and stop. If parents have not arrived by the time the supervising teacher is ready to leave, those students will go to the After School program until their parents arrive. Students are not allowed to cross the parking lot to go to the playground area. Staff will direct car-riding students to their cars. Cones will be set up to separate traffic from waiting students. **All buses will enter from the northwest and exit from the northeast (church).**

Adherence to drop off and pick up procedures is essential for every child's safety, whether they travel by car or on foot. Drivers are asked to use the entrance on the west side of the school before and after school. Thank you for following these procedures to keep our students safe.

If your child will not be going home their normal way, (either going to a friend's house, someone else picking them up, not taking a bus that they normally take home), a note is required with these special instructions. We will not take the "word" of a child - **ALL SPECIAL REQUESTS MUST HAVE A SIGNED NOTE.**

#### Supervision

We ask that parents who visit with friends in the area of the school be aware of their children's behavior and safety. Teachers will not keep a student after school without making arrangements with parents before the student is detained. Students are to leave school grounds promptly after dismissal. **The school assumes no responsibility for children who do not go directly home or who stay on the school grounds to play after school.**

#### Unsafe Conditions

Students will not be dismissed during a storm when there is imminent danger from lightning or a tornado. Likewise, students will not be dismissed during a lockdown. A lock down, holding all students in their classrooms, will be called in the event anyone in the building or in the area poses a serious threat of bodily harm.

#### ASBESTOS

St. Gabriel School has been inspected and a management plan developed for asbestos containing building materials. This management plan for the identified materials has been submitted to the State of Wisconsin in compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective October, 1987. The original inspection and management plan was performed by Mr. Mike Gorichanaz. These activities do not indicate an asbestos problem in our school. Asbestos related activities and public notification of these activities are mandatory under the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93.

#### ATTENDANCE (5113; 5141.2)

Regular attendance is essential for progress in learning and required by law. It is the shared responsibility of the school and the home to assist students in developing habits of punctuality and consistent attendance.



## Absence

When a child is absent from school, more than just assignments are missed—namely, the actual instruction and class work on which the assignments are based. Frequent absences interrupt the continuity of the educational process. For this reason, students should only be absent due to illness or some other reasonable cause. Slight irritations (e.g. sniffing) should not keep a child from attending school. On the other hand, children who are genuinely ill should not be sent to school, as they are unable to concentrate on their studies and may spread their illness to others. Children should be free of a fever without medication for 24 hours before returning to school, and they should generally be ready to participate fully in school activities, including recess. (Students can stay in from recess with a note from their parents/guardians or their doctor.)

Should it be necessary for your child to be absent, please call the School Office (262-628-1711) before 8:30 am in the morning of the absence. This helps to ensure that all children who have set out for school in the morning have arrived safely. For your convenience, this message may be left on the answering machine outside of school hours. The School Secretary will attempt to reach parents who have not given notice of an absence to the school.

Parents may request that assignments and books needed to do homework be made available in the School Office at the end of the day. Students are responsible for making up missed work and tests. They should work out a completion plan with their teacher.

## Release from School

A child who is to leave the school premises during the school day should bring a written notice stating the reason for leaving, the time the child will be leaving, and the person who will pick him/her up from school. **This person must come into the School Office to pick that child up.**

## Tardiness

### **Classes start at 8:10 a.m.**

A child is considered tardy if he/she arrives after the 8:10 am bell. Parents are asked to send a note of explanation, and students who are late should report to the office. Because tardiness causes the disruption of regular classroom procedures and may result in students missing instruction, parents are urged to make sure their children arrive on time. Tardiness will be recorded as such on attendance records in their permanent files.

## Truancy

Section 118.16 of the Wisconsin Statutes states: *Truancy means any absence of one or more days from school during which the principal or teacher has not been notified 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.* Cases of suspected truancy will be referred to the proper local officials.

## **BEFORE SCHOOL CARE**

The Before School Care Program will begin at 7:00 a.m. in the Gymnasium where an adult supervisor will greet them. Children should be dropped off at the west (playground) side of the building. While in the gym, students will be at tables where they can study, read, or talk with others. At 7:45 a.m. the students will go outside to gather on the blacktop as other students arrive. At 8:00 a.m., all students will enter the school to begin the day. The cost for this program is \$5 per child per day. Advanced payment is required using the scheduling calendar form available in the school office. This form, along with payment, should be submitted by the first Monday of each month.

### **BICYCLES, SKATEBOARDS AND IN-LINE SKATES**

Students may bring their bicycles to school; however, students must park bicycles in the designated storage rack immediately upon arrival. Bike locks are recommended. Students are to ride and handle their bicycles in a safe manner at all times. Both skateboards and inline skates are prohibited on school property.

### **BOOKS AND OTHER SCHOOL PROPERTY**

St. Gabriel School will provide each student with textbooks and workbooks needed for their learning. Textbooks remain the property of the school and are lent to the student with the understanding that they will be returned in good condition at the end of the school year. To help guard against damage, book covers are required on all hardcover textbooks. It is expected that students will take proper care of textbooks, and parents are asked to reinforce this with their children. A fee will be assessed for damage to books beyond normal wear and tear. Replacement costs for lost textbooks and workbooks are the responsibility of the student and his/her parents.

Likewise, students and their parents will be assessed a fee for damage to school property caused by careless use or mishandling, and will be responsible for any costs due to vandalism.

### **CHANGE OF ADDRESS AND EMERGENCY INFORMATION**

An emergency form is given to parents at the beginning of each school year and should be returned the first week of school. This form includes the home address and each parent's home, business and cellphone number, as well as the names of individuals the school should contact in the event parents cannot be reached. Any change in this information should be promptly reported to the school.

### **CHILD ABUSE LAW (5140)**

Wisconsin state statutes require certain persons to report suspected cases of child abuse or neglect. Compliance with the reporting procedures is mandated for nurses, school teachers, social workers, and administrators. Teachers and administrators are subject to fines of \$1,000 for failure to report these suspected cases.

### **CHILD CUSTODY (5124.2)**

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this matter will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24 (4). In which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m). All parents will be required to fill out a "Confidential Family/Student Information" sheet for use by the School Office.

## **CLASSROOM VISITS (1250)**

Instructional time is of the utmost importance, and care must be taken to not disrupt the educational process. Teachers are available for conferences before or after school by appointment. We ask that parents who accompany students to the classroom not engage the teachers in lengthy conversations or discuss their children's academic or behavior problems at such times without an appointment. Parents delivering lunches or any forgotten items are asked to leave them in the School Office. **For the safety of our students, we ask that all who come to the school during the school day, stop in the School Office.**

## **CLASS SIZES**

Class size guidelines are as follows:

4K - 16

5K - 18

1 - 20

2 - 20

3 - 20

4 - 24

5 - 24

6 - 24

7 - 24

8 - 24

When the enrollment cap has been reached, students will be placed on a waiting list.

## **COMMUNICATION (1151)**

The school believes that close communication with the parents is of great importance. Teachers may send home packets of work on a regular basis. When necessary, additional notes will be sent home or a telephone conference held. Parents are encouraged to contact their child's teacher or the principal to get further information or express concerns. Although no teacher may leave the classroom to take a phone call, if you send a note with your child or call the School Office with a message, he/she will get back to you.

School information and a parent letter (St. Gabriel Gazette) are sent via email each week. Hard copies are available per request. This information is usually sent home on Thursdays.

Parent meetings will be held in the beginning of the school year. These meetings will occur on two different days, and be divided by grade level (Grades 1-5 and Grades 6-8). At least one parent is required to attend these meetings.

At each general meeting, parents are given the opportunity to ask school-related questions or voice concerns. Topics featured at these meetings include such things as new school programs, educational issues, the school-home connection, and child-family matters. The first meeting of each year provides the opportunity to meet the teachers and hear about their plans and expectations for the year.

## **CONFERENCES (5124.1)**

### Conference Times

Parent/Teacher/Student conferences are scheduled for all families at the end of the first

quarter or by request of the teacher or parents at the end of the other quarters. Both parents and students are expected to participate in these scheduled conferences.

Parents or teachers may request a conference other than the times designated on the school calendar. Parents are encouraged to consult with a teacher whenever the need arises. If possible, an appointment should be made in advance. Please call the School Office or contact the teacher via a written note or email.

#### Purpose of Conferences

The purpose of conferences is for parents and teachers to evaluate the progress of the student, express concerns, and share helpful information. Parents are encouraged to share with the teacher anything about the child's background, health or home behavior that would help him/her in teaching the child. If serious problems arise in school, it is important that the teacher and parents agree on a plan of action, implement it with consistency, confer on a regular basis, and make adjustments as needed.

### **CONFLICT RESOLUTION (1312)**

#### Disagreements

Most disagreements can be resolved through good communication with a spirit of mutual respect and cooperation. Parents are urged to first voice concerns and discuss problems with the teacher involved. If the matter is not resolved satisfactorily, parents may next take their concerns to the principal. If still unresolved, an appeal can be made to the pastor.

#### Conciliation Procedures for Parents

If complaints cannot be resolved on the local level, parents can follow conciliation procedures outlined in Archdiocesan policy to have their concerns heard at a higher level. The first step is to discuss the matter with the teacher, principal, and pastor within three working days. The second step would be a written appeal, signed by the parent and submitted to the school (Christian Formation Minister) within five working days. If mutually agreeable, both parties may request from the Archdiocese a resource person to mediate the disagreement. A further appeal can be made to a local Conciliation Committee; final recourse is an appeal to the Archdiocesan Conciliation Committee. A detailed copy of all steps to be taken in the conciliation process at the archdiocesan level is available upon request.

### **CURRICULUM AND EXTRA-CURRICULARS (6140; 6151)**

#### Basic Curriculum

St. Gabriel has a challenging curriculum based on faith, values and high academic expectations. The educational program is designed to promote the growth and development of the whole child. Emphasis is placed on mastery of basic skills, creative inquiry and expression, and the integration of Christian values with daily life. The basic curriculum includes: religion, reading, English, spelling, mathematics, science, social studies, health, art, music, physical education, and computer education.

#### Extracurricular Offerings - Scouts, Athletics, Forensics (6145)

Scouting offers our students many opportunities for developing friendships, learning important life skills, and having fun. Parent volunteers host meetings after school. Students can enter the scout program as early as kindergarten for girls and 1<sup>st</sup> grade for boys.

Our sports/athletics program allows our students the chance to develop their athletic skills.

Competitive sports such as basketball and volleyball are offered to our students. St. Gabriel's Hawks concentrate on good sportsmanship, teamwork, and enjoyment of the activity. Sports sponsored by St. Gabriel School include volleyball (boys and girls, 5<sup>th</sup>-8<sup>th</sup>) in the Fall and basketball (girls and boys, 5<sup>th</sup> - 8<sup>th</sup>) in the Winter.

Forensics are offered to students in Grades 6, 7 and 8.

These offerings are subject to change depending on parent volunteer availability.

#### Eligibility for Extracurricular Activities

In keeping with Archdiocesan policy, eligibility for extracurricular activities (sports, forensics, etc.) will be tied to the student's academic and behavioral record. To maintain eligibility, the student must have a 2.0 (C) grade point average on his/her report card or mid-term report, cannot receive a failure in any subject, and must comply to school rules. If a student fails at any of these, (s)he will have 10 instructional days to present certification from all classroom teachers that they have reached acceptable standards. If this does not happen, students will be suspended from extracurriculars until the next official grading record at the middle or end of the quarter. Achievement in the fourth quarter each Spring can affect eligibility for Fall sports until the new mid-term report is received. If a student does not attain eligibility on the basis of grade point average, parents can make an appeal based on ability, effort, behavior and attendance. Eligibility decisions will be made by the principal. **This same eligibility requirement applies to student participation in any school sponsored extracurricular program.**

### **DISCIPLINE (5144)**

#### A Cooperative Effort

It is imperative that home and school work together on this important aspect of the children's development. When misconduct is serious or frequent, the home and school should work cooperatively on an individual discipline plan. We ask that parents model respect for the teacher even during times of disagreement.

#### Goal

Positive concepts of discipline are used to build the character of students. A central goal of the school is to help students develop self-discipline. Self-direction rather than external control is the ultimate aim of true discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline.

It is expected that students of St. Gabriel School exemplify attitudes and action which reflect the values of the Christian message. Values such as respect, honesty, caring, justice, truthfulness, trust, and generosity are the goals toward which all must strive. Respect and courtesy should be expressed toward other students, teachers, and staff.

Each teacher is responsible for establishing guidelines for proper conduct in his/her classroom. Students will learn that they are responsible for their actions, and that actions have consequences. Teachers will reinforce good behavior and determine appropriate consequences for negative behavior.

#### General Behavior Guidelines for Middle School

St. Gabriel's primary role is to instill Christian values so that discipline is not necessary. However, when students do not follow rules, there are consequences to their actions. Parental support and cooperation are essential for an effective disciplinary plan. Not all rules/policies/procedures are written here. Our most important rules are:

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***Be Prepared***  
***Be Respectful***  
***Be Responsible***  
***Be Safe***

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When a student’s conduct is such that it demonstrates repeated refusal to obey school rules, the following procedures may be implemented.

**Student Performance Log**

1. Teacher will sign the log in the back of the student assignment notebook for minor infractions of school rules. The student is to take the Performance Log home for parent signature and return it the following day to the teacher. To help ensure parent signatures, the teacher will send an email notifying parents that the Performance Log is coming home and requires a signature. The Student Performance Log and the student will explain the infraction to the parent. Examples include, but are not limited to, 3 or more late or incomplete assignments for a particular teacher, disrespectful to other students or staff, distracting classroom behavior, etc.
2. A parent signature in the Student Performance Log may be required for behavior on the bus at the discretion of the principal.
3. Any MAJOR infraction of the school rules can result in an immediate detention. Examples include, but are not limited to, physical/aggressive behavior, vandalism, endangering others, noncompliance with the St. Gabriel Technology Acceptable Use Policy, etc.
4. Student Performance Log accumulations will be restarted each quarter.

Two Signatures	Three - Four Signatures	Five Signatures	Six Signatures
Student meets with principal	Student serves after school detention*	Student serves after school detention*	Student serves after school detention*
		Student meets with principal and parent(s)	Student meets with principal, parent(s), and Fr. Tim
		(An individual behavior plan may be drafted and implemented)	(An individual behavior plan may be drafted and implemented)

\*After school detentions will be served Wednesdays from 3:20 to 4:20. Please note that after-school detentions are NOT study halls.

- Please note: Athletic and extracurricular activity eligibility and participation in games, performances, and/or practices may be adversely affected by repeated refusal to obey

school rules. Please see *Eligibility* in the Curriculum section of the Student / Parent Handbook.

### Consequences (Detention, Probation, Suspension, Expulsion - (5144))

#### **Detention**

Detaining a student is a method of discipline which may be used by any teacher as part of a classroom or out of classroom discipline plan. The principal will also make use of detention as a disciplinary action. Detentions will be issued by the teacher or principal at the principal's discretion upon referral by school personnel who have witnessed the display of inappropriate behavior. Detentions will be served after school in the office from 3:20 to 4:20 on Wednesdays. Please note that after-school detentions are NOT study halls. A child may receive multiple detentions depending on the severity of the issue. A discipline notice will be sent home and the teacher or principal may contact the parent by phone. Parents are asked to discuss the matter with their child and to follow through with a consequence of their own at home. Parents are also asked to sign and return the discipline notice that was sent home. Detention is recommended for repetitive behavior that has not been corrected by other means. Depending on the severity of the behavior, detention may be given for the first offense. Below are some examples of behaviors that will result in detention upon the first offense:

- Inappropriate language
- Disrespect toward another student or an adult
- Immoral behavior
- Harassment/bullying
- Anything deemed to be a serious issue or repetitive behavior by school personnel.

The principal reserves the right to issue this consequence and the times during which the detention will be served.

#### **Major Offenses**

Major offenses such as the following may lead to probation, suspension and expulsion: truancy, smoking on school premises, bringing to school or possession of potentially harmful objects, possession of alcoholic beverages, drugs or other mind-altering substances, deliberate destruction of school property, stealing, leaving school grounds without permission of the Principal, any form of sexual abuse, defiant attitudes or gestures directed toward authority, fighting/physical violence, habitual obscene and/or inappropriate language, conduct that endangers the health or safety of others or seriously disrupts the learning environment.

#### **Probation**

Probation refers to conditional enrollment during a trial period. After conferences are held with the student's parents or guardian and relevant school personnel, the Principal may place the student on probation and set conditions for release from it. The Principal's decisions are final.

#### **Suspension**

Suspension is given for serious cause and is normally an in-school suspension. Prior to any suspension, the student will be advised of the reason for the proposed suspension. The parent or guardian of the student will be given prompt notice of the suspension and the reasons for the action. In-school suspensions last from one to three days. The Principal will determine the conditions of the in-school suspension. Generally, the student will be isolated from his peers for the entire day, including lunch and recess. He/she will be given schoolwork that must be completed during the time of suspension. The school will provide supervision for the student.

Out-of-school suspension will not last more than three (3) days unless it is to be followed by an expulsion hearing, in which case the suspension may last up to seven (7) days. Parents will be responsible for the student who is serving out-of-school suspension.

### **Expulsion**

Expulsion refers to a termination of enrollment permanently or for an extended period of time. Expulsion results from repeated refusal to obey school rules or conduct which endangers the property, health or safety of others, or when it is deemed to be in the best interest of the school. This form of disciplinary action will be used rarely and only as a last measure.

Expulsion can take place only after an expulsion hearing has been held. (Students asked not to return the following year have this same right to a hearing.) Parents/legal guardians shall be notified in writing at least five (5) 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.

If the decision to expel the student is made, parents will be notified in writing and will be advised of their right to an appeal.

The student, or his/her parents/guardian, may request a conference with the Principal/Pastor within five (5) school days following the beginning of the expulsion. The Principal/Pastor will assure that due process was provided. For details on the *Expulsion Procedures* please refer to the Archdiocese Policy Handbook number 5144.

### **DRESS CODE (5132)**

#### **Non-Mass Days**

- Clothing should be modest, neat, clean, and in good repair and of appropriate size and length. No clothing should show undergarments, lower back, midriff, etc.
- Shorts may be worn by students from May 1st through October 1st (including Mass days). Shorts must be no more than four (4) inches above the knee and they must be dress shorts, ie: no cut-offs, sweats, athletic shorts, sweatshirt material shorts.
- Torn or cut-off pants, spaghetti straps, cold shoulder tops, tank tops, muscle shirts, spandex/biking shorts, form fitting leggings (unless worn under skirt/shorts/pants of acceptable length) are not appropriate classroom clothing.
- Shirts and sweatshirts with inappropriate logos, pictures or writing are not acceptable attire.
- Mustache, beards, goatees are unacceptable. Boys hair should be clean and worn in an appropriate hairstyle.
- Excessive make-up is not to be worn. Girls hair should be clean and worn in an appropriate hairstyle.
- Necklaces, bracelets, earrings, and rings may not present a safety hazard or be inappropriate. Earrings are acceptable for girls only.
- No body piercing, tattoos, or body drawings are allowed.
- Shoes should be safe and practical for playground wear. Tennis shoes are best. An extra pair of non-marking gym shoes are required for Phy. Ed. class (these shoes need to be able to be tightened.)
- Clean, non-baggy blue jeans may be worn. (Frayed bottoms, cut, or torn jeans are not permitted.)
- Hats and hoods may not be worn inside the school.
- Kindergarten through Grade 4 may wear sweat suits. Grades 5 through 8 are NOT allowed



to wear sweatpants/athletic pants at anytime.

- No logos on the backside of pants.
- Since children will be required to go outdoors for recess, warm jackets, gloves, hats, and adequate foot covering are required when appropriate. It is also a good idea to have an extra pair of socks, pants, etc. packed in your child(ren)'s school bag in case their clothes get wet.
- If the principal deems student hairstyle, jewelry, makeup, or clothing is unsuitable for school, the principal will:
  - \* Give the student a warning
  - \* Phone the parent/guardian
  - \* Issue a detention
  - \* If the problem persists, the child may not be allowed to attend class until he/she is dressed

appropriately and parents will be asked to bring proper clothing to school.

### Mass Days Dress Code

St. Gabriel Catholic Parish School views the education and formation of its students as its most important task. All aspects of school life must support this task. Therefore, St Gabriel School has implemented the following Mass Day Dress Code for Grades K4 thru 8. Our goal is for all students to be recognized as members of our Catholic community who actively demonstrate the values inherent in our school mission. Children are not able to change into other clothes later in the day. The purpose of this policy is to dress appropriately for Church and to reflect the values of a Catholic education.

All Mass Day Spirit Wear including the **REQUIRED UNIFORM** slacks, skirts, skorts, shorts, and capris can be ordered directly from Lands' End either by phone, fax, mail or the web ([www.landsend.com](http://www.landsend.com)) to make ordering more convenient for all staff and school families. You are now able to order whenever needed, at anytime and all items will be shipped directly to your home. Simply enter our **Preferred School Program Code: 9001-2909-9** and place your order. Online or In-store at:

Lands' End (Please use St Gabriel's Preferred School Program Code.)

Kohl's

Target

**POLO SHIRTS** - Red or White collared shirt w/St Gabriel insignia (short or long sleeve)

**SWEATERS** – Solid black, navy, red, white or grey crew-neck or cardigan sweater. No St Gabriel logo required on crew-neck or cardigan sweater. Students are allowed to wear the St Gabriel short or long sleeve polo (with our logo only) underneath the sweater.

**SLACKS, SHORTS and SKIRTS**

Black, Navy or Khaki Uniform Pants

Black, Navy or Khaki Uniform Capri Pants

Black, Navy or Khaki Uniform Skirts, Shorts and Skorts (length to be no shorter than 4" above the knee)

Appropriate dress shoes must be worn during Mass. Students may change shoes after Mass. Dress shoes are defined as dark blue, brown or black **NON** athletic shoes. Shirts must be tucked in during Mass. Belts are recommended and must be plain brown, black or navy.

### Physical Education Dress Code

In order for our students to take full advantage of our activities, we require, for safety, modesty, and hygienic reasons, the following guidelines for dress codes in all physical education

classes. We believe that students can reach their full potential when they are dressed appropriately for activity.

**Grades K-4th** do not have to change for physical education; regular school clothes are acceptable. T-shirts, loose-fitting pants, jeans, and sweatshirts are examples of clothes that are acceptable to wear during P.E. Shorts or leggings can be worn under skirts or dresses. Appropriate shoes, preferably tennis shoes, must be worn for physical education activities. Students should not wear crocs, boots, flip flops, open toed, and open back shoes during P.E.

**Grades 5-8th:**

1. Tennis shoes and socks must be worn at all times.
  - Crocs, boots, flip flops, open toe, and slip-on (no back) shoes are not allowed.
2. Shorts must be worn to P.E. class.
  - Short shorts are not allowed (must be no more than 4 inches above the knee).
  - Spandex and yoga pants are not allowed.
  - Students may not wear their P.E. shorts to their next class.
3. Boys and girls **MUST** wear sleeved shirts.
  - No muscle shirts, tank tops, spaghetti straps are allowed.
  - No inappropriate logos, patches, or sayings on clothing.
4. Cold weather dress for P.E. may include sweatpants and sweatshirts.
5. Unsafe jewelry (spike earrings, hoops, large rope type necklaces, bracelets) must be removed before class.

**DRUG POLICY (5131.6)**

The possession, use, or sale of drugs is considered a very serious matter. Drugs include tobacco products, alcohol, all controlled substances prohibited by law, any mind-altering substance, or any prescription or over-the-counter drug except those for which permission to use in school has been granted. Students who are found with drugs or drug-related paraphernalia in their possession or who are under the influence of drugs, alcohol, any mind-altering substance, or any controlled substance during the school day or at any school-related activity will be subject to strict disciplinary action that could include expulsion. Counseling may be required as a condition of these students remaining at St. Gabriel following a first violation. The first incident of distribution or sale or inducing another student to use drugs/alcohol or mind altering substances may be automatic grounds for expulsion.

The school will address the prevention of drug abuse through drug education. All fifth graders, for example, will participate in the D.A.R.E. program.

**EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER (6114.6)**

Emergency closing of the school due to snow or other conditions will be announced on WTMJ/WKTI Channel 4, WISN Channel 12 as well as on our school App.

Except in the case of an on-site problem, St. Gabriel will close when either Hartford and/or Richfield Public Schools close due to the fact that we use their foodservice and busing system.

When school is open on a snowy day, parents should ultimately decide whether or not their children will attend based on the ability to transport them safely. In cases of delays, **remember that the school is not open until the announced start time.**

If a snow emergency arises during a school day, radio stations WKTI (94.5) and WTMJ (620) will be contacted to make the announcements. You may also check our school website

<http://www.sgabriel.org/>, our Facebook page and our school App. Your own observations of weather conditions should alert you to tune in to one of the designated stations.

Students practice emergency procedures for tornado conditions. School will generally proceed as usual when a tornado watch is in effect, but students will take cover if threatening conditions develop and while a tornado warning (actual tornado sighted) is in effect.

## **FIELD TRIPS (6153)**

### **Procedures**

Field trips enrich the instructional program by using community resources which are related to the school curriculum. Such trips are encouraged because they reinforce and enrich the teaching-learning process. Field trips are considered a part of the standard school day, so if a student is restricted from going on the field trip for serious academic or behavioral reasons, the school will provide supervision within the school building. Parents who do not wish their child to go on a particular field trip should contact the principal about supervisory provisions.

Written permission of parents or guardian is secured before students participate in field trips. If we don't receive a signed permission slip, your child will not be allowed to go on the field trip. Students are always accompanied by teachers and/or parent chaperones.

All money for field trips should be sent in a sealed envelope with the student's name and grade to the classroom teacher by the requested date. Because all trip costs are figured on the number of students attending at the time of the field trip reservations, money cannot be refunded. No student will be denied access to field trips due to lack of funds within the family. If there is financial difficulty, please contact the Principal for assistance.

## **FUNDRAISING (1324)**

St. Gabriel School depends on fund-raising for its existence. Fundraising keeps down the cost of tuition, helping pay for teachers' salaries, utilities, texts and equipment, as well as materials that update and enhance the learning experience. In other words, it is an absolutely vital element of the school's financial structure.

### **Fundraising Request Policy and Procedure**

Any new or repeating fund-raiser must get approval from the Principal. The Principal will check with the Parish/School fundraising events schedule for conflicts, overlap or similarity to other events. Approval/denial will be made within three weeks and the Principal reserves the right to change the timeline. When requesting approval, please include:

1. Name of event/program.
2. Name of Chairperson and contact information.
3. Event timeline (start date, finish date and date of payment).
4. Budget of event (expenses and projected earnings).
5. Number of volunteers needed.
6. Other

Parents should accompany their child when in the community raising funds (Archdiocesan Policy #1324, 3270). No student may collect money for their own gain during school hours without the consent of the Principal.

The parish has one major fundraiser which is the St. Gabriel Dinner Auction. In addition to the parish fund-raisers, the school sponsors the Scrip Program and General Mills Box Tops For Education. The Book Fair earns books for the school library. These benefits to the school have

likewise been realized through the efforts and contributions of coordinating volunteers and involved parents. All are greatly appreciated. The school counts on you and your generosity.

### **GANGS**

Absolutely no gang activity will be tolerated. Students are not to write gang symbols on their work, book covers, any personal belongings or school property. Gang-related gestures, clothing, manner of wearing clothing, etc. are not allowed and students involved will be subject to disciplinary action.

### **GRADING IN MIDDLE SCHOOL**

**Graded for Completion:** Teacher checks that work is *completed*. Examples include, but are not limited to notes, practice activities/readings, rough drafts, etc., and will be scored as follows:

10 = 100% complete

8 = Greater than, or equal to, half complete

5 = Less than half complete

0 = Not done

**Graded for Percentage:** Teacher *corrects* assignment and a final grade is recorded. Examples include, but are not limited to tests, quizzes, projects, labs, worksheets, etc.

### **Grading Scale & Honor Roll:**

100 A+

95 – 99 A

93 – 94 A-

91 – 92 B+

87 – 90 B

85 – 86 B-

83 – 84 C+

79 – 82 C

77 – 78 C-

75 – 76 D+

72 – 74 D

70 – 71 D-

69 ↓ U

#### **Honor Roll:**

GPA = 3.0 - 3.49

#### **High Honors:**

GPA = 3.50 ↑

### **GYM USE POLICY**

**Monday - Friday (3:45 p.m. - 9:30 p.m.)**

**Saturday - (8:00 a.m. - 9:00 p.m.)**

**Sunday - (12:00 - 9:00 p.m.)**

#### **Priorities**

- Permission to use gym must be granted through the School Office. (Contact School Office secretary to reserve time. The secretary will okay it with Administration.)

- The gym will be closed on all Holy Days, Parent Teacher Conferences, In-service days, and Religious Ed. nights.

- **Order of Priority** for facility use:

1. School activities
2. School related events (athletics, scouts, programs, clubs, etc.)
3. Parish functions (religious ed., etc.)

- The school has the right to change the schedule at any time.

### Procedures

- If for some reason you have to cancel, please contact the School Office.
- There must be adult supervision at all times.
- Use only the equipment that you bring with you.
- Do not allow students to sit or climb on tables, stage or stacked chairs.
- Only non-marking tennis shoes are to be worn on gym floor.
- NO tobacco or alcohol on school property unless granted by School Administration.
- The last group in the gym must be out by 9:30 p.m. on weekdays and 9:00 p.m. on weekends.
- All building keys need to be turned in to the School Office or Athletic Director after each session.

### Maintenance

- If you damage anything in the gym, the School Office needs to know about it ASAP.
- Please clean up after yourselves. Do not leave trash behind (water bottles, clothes, shoes, etc.)
- Please sweep the floor after using the gym.
- Remember to turn the lights out, turn the fans off, close the windows, check the bathrooms and lock all doors when you leave.

### **HARASSMENT (4116.23)**

Intimidation and harassment are unwanted, unwelcome behaviors of a demeaning, threatening or sexual nature directed at another person. Such behavior could include:

- Physical or mental abuse
- Words, gestures or actions that threaten physical harm
- Slurs based on gender, appearance, disabilities, or racial/ethnic heritage
- Inappropriate gestures, touching, or grabbing
- Sexual remarks, jokes, or name calling
- Display of sexually explicit or offensive posters, calendars, or other materials
- Threats or pressure for unwanted sexual activity

These activities are offensive and inappropriate in a learning environment that promotes respect for the dignity of each person. Any student who engages in such harassment or intimidation is subject to immediate discipline, which could include detention, suspension, probation, expulsion and/or involvement of the police. A person who engages in sexual harassment is subject to penalties which may be imposed under state or federal law.

St. Gabriel students are expected to do their part to create an atmosphere of mutual respect and concern for one another, an atmosphere that does not accept, condone or encourage intimidation and harassment among peers. Victims or witnesses of such behavior are to report it immediately to a teacher or the principal.

### **HEALTH (5141.3)**

Children who are ill should not be sent to school, as they are unable to concentrate on their studies

and may spread their illness to others. Children should be free of a fever without medication and also have not vomited for 24 hours before returning to school. They should also be ready to participate fully in school activities, including recess. (Students can stay in from recess with a note from their parents/guardians or their doctor.)

#### Communicable Diseases (5141.2)

Please notify the School Office when your child has a communicable disease, including chicken pox, scarlet fever, strep throat, or head lice.

#### First Aid

First aid may be administered by school personnel when injuries are minor. When a child shows symptoms of being ill or has a significant injury, a parent or other adult designated on the emergency card will be called and asked to assume responsibility for the child. In general, no ill child will be sent home unless accompanied by a parent or someone designated by the parent.

In the case of a life-threatening emergency, we will contact the paramedics and/or ambulance and transport the child to the hospital if needed. Parents, guardians, or if unavailable, the contact person named on the emergency card will be contacted immediately. It is extremely important to keep the information on your child's emergency card current.

#### Accident Procedures

Only the Principal or his/her designee (vice principal, secretary) will be responsible for evaluating an injury and taking appropriate action. When other adults have the initial contact with the student, the principal or his/her designee must also examine the injury, determine treatment to be given by the school, and decide whether a parent should be contacted. The role of the teachers and supervisors is providing emergency treatment in the case of a life-threatening situation, acting to prevent further injury, making sure the student gets safely to the School Office, providing pertinent information about how the injury occurred, and assisting the student at the direction of the Principal or his/her designee - i.e. getting a band-aid or an ice pack, etc. All parent contacts to report injuries will be made by the Principal or his/her designee. When necessary, an accident/incident report form will be filled out.

Responsibility for all these aspects of an injury procedure is kept unless or until it is clearly transferred to the other. (I'll take this one. Please handle this one for me. Etc.) The Principal, if present, will take responsibility for dealing with serious injuries. In his/her absence, this role will be assumed by the vice-principal or designee, unless any delay might result in further injury or death.

#### Head Lice

When Head Lice are Confirmed on a Student:

- Promptly contact the parents to pick up the student at school as per Administrative Code HSS 145.06 (1) Schools: "Any teacher, principal, or nurse serving the school may send home, for the purpose of diagnosis and treatment, any pupil suspected of having a communicable or having any other disease or condition having the potential to affect the health of other students and staff including but not limited to pediculosis or scabies."
- Isolate the infested student from the other students while s/he wait to go home, being careful to avoid public isolation.
- Be prepared to spend time talking with the parent about treatment options and school policy for the student returning to school.
- If the infested student has siblings in the same school, have them screened for head lice. Alert the sibling's teacher, as appropriate.
- Classmates of identified elementary school ages students shall be screened.

- To convince parents that their child is infested with head lice, show them the lice and/or nits found on their child's head. This will enable the parents to identify lice and nits when checking their child's hair.
- Reassessment is a critical component of the screening process as students return to school. An infested student shall report to the office upon return to school with a note describing treatment. If nits are found on the child's hair shafts, the child shall be returned home until he/she is completely nit-free.
- Return to school.

#### No Nit Policy

- All head lice and nits (eggs) must be removed from the head before the student returns to the classroom, regardless of the treatment used to kill live lice.
- Staff from the school, either the school nurse or trained volunteers, must check infested students **before** they are allowed to return to the classroom.
- It is important to educate parents to insure they understand their responsibility under the "No Nit" policy.

#### Cleaning the School Environment

- Floors, rugs, pillows and upholstered furniture should be thoroughly vacuumed.
- If students involved are in Kindergarten, stuffed animals will be removed.
- During the winter months, every child will have a plastic garbage bag to put their outside clothing in to prevent further spread of head lice.
- It is not necessary to hire an exterminator to treat the entire school.

#### Health Program

State law requires that minimum immunizations be given to school children. The school secretary will contact parents who have not kept on schedule for these immunizations.

#### Excusing Students From Physical Education Classes

On occasion a parent may find it necessary to request a child's non-participation in physical education for a time. A student may be excused from physical education when he/she has a written excuse signed by the parent/guardian or a written doctor's excuse explaining the reason for non-participation in the class and the length of time the student will not be participating.

### **HOMEWORK (6154)**

#### General Guidelines

Homework is the responsibility of the student. It is necessary for the reinforcement of facts, for application of what has been learned, for preparation for the next day's lesson and for enrichment. Homework helps the student to:

- Learn to work independently and become self-reliant.
- Think, plan, organize and apply.
- Extend proficiency in effective habits and skills.
- Increase knowledge and its use.
- Develop insights and stimulate creativity.
- Adjust to individual differences.

A time for study should be set aside each night free from television and other distractions. If a child reports he/she has no homework, consider:

Reading .... A continuous assignment for everyone, including books with information related to what is being studied, magazines, newspapers, or a book chosen for enjoyment.

- Reviewing.... Class notes, mathematical processes, grammar usage, spelling.
- Research.... Science, social studies or other long-term projects that have been assigned.
- Talking.... Review the events of the day with your child.

We greatly appreciate the support of parents in ensuring that their child completes the homework on time and that the work reflects the ability of the child. If a student appears to have too much or too little homework, the parent should consult with the teacher(s).

#### Homework for Absentees

A parent wishing homework for an absent child may notify the secretary when calling in to report the absence. The school secretary will pass these requests on to the teacher and the homework will be available in the office at the end of the day. Students should work out with their teacher(s) a plan for making up homework. In general, one day for each day absent will be allowed to make up assignments given during the time out of school.

#### Homework During Family Vacations

Parents are urged to schedule family vacations for days that school is not in session. If a child will miss school for a family vacation, please notify the teacher at least one week in advance to prepare the child's homework assignments. Teachers may give students their assignments prior to the vacation, but they are not required to do so. Parents are responsible for making sure expectations for assignments and deadlines for completion are met. It is strongly recommended that families not take vacation during standardized testing. If students are absent during testing, make-ups are not always possible. Call the office for testing dates. Parents may also opt students out of testing.

#### **LIBRARY (6163.1)**

St. Gabriel has a school library for the students' reading enjoyment and learning. Books may be checked out for a one-week period. The library will collect a fine on overdue books. A fine will be collected from students to replace books they have lost.

#### **LOST AND FOUND**

The lost and found box is located outside the School Office. The collection is available for inspection by students and parents. At the end of the school year, all unclaimed items are donated to charity. Please label your child's belongings clearly with his/her name.

#### **LUNCH PROGRAM**

Students in Grades K4, K5, 1 and 2 eat lunch at 11:10, Grades 3 and 4 at 11:15, Grades 5-8 eat at 11:40 a.m. Recess occurs for all students and precedes or follows the lunch period. Indoor recess will occur when the "feels like" temperature is 10 degrees.

#### Cafeteria Procedures

Students enter the gym and pick up their lunches. A group of Middle School students will be assigned weekly responsibilities of cleaning up the gym area where they had eaten lunch.

#### Eating Lunch in the Cafeteria

Specific rules stressing courtesy and safety are to be followed during lunch in the cafeteria. Students who consistently misbehave during the noon hour will be asked to eat in the School Office.

#### Supervision During the Lunch Hour

All parents with children in full time K4-8 are asked to pay a fee of \$80 per family. Families may sign up to help in the lunchroom and on the playground and earn one SRO hour for each time they help.



### Hot Lunch

Hot lunch is available everyday for \$2.90 per day for students and \$3.85 for adults.. This includes ½ pint of milk. A monthly menu is sent home. Parents may buy lunches in multiples of 5 (5, 10, 15, etc.) Send your check made out to St. Gabriel or cash in the correct amount in an envelope to your child's teacher. On the outside of the envelope write your child's name and grade. Keep track at home through online access when your child needs more money for lunches or check their backpacks/assignment notebooks for any messages that they need more lunches.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (800)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

### Milk

Milk is offered to students in Grades K4 and K5 for snack time. You do not have to send any money for your child's snack milk, this is added onto your tuition bill. If you do not want your child to have milk at snack, please contact the Parish Office and this amount will be deducted. Students in Grades K4-8 who bring a cold lunch from home may purchase milk for \$.35.

Link to the DPI Free and Reduced Lunch application

<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>

## **MEDICATION (5140.2)**

### Prescription Drugs

You will find two forms (5140.2(b)) and (6145.2(a)) in the Archdiocese Policy Manual that must be filled out in order for school personnel to administer prescription drugs. The first (5140.2(b)) is the Physician's Order for Medication Administration Form. Please take this with you whenever your child has an appointment with a physician and you expect a prescription will be given. The second is the Parent/Guardian Medical Consent Form that authorizes school personnel to administer the prescription. Both of these forms are required by Archdiocesan policy. Additional copies of these forms will be available in the School Office.

Medication should be sent to the office, along with the child's name, the name of the drug and dosage, the time to be given, and the physician's name. It is the responsibility of the student, if age-appropriate, to come to the School Office to get his/her medication at the designated time. The school will keep medication under refrigeration if needed. Students with asthma may carry an inhaler with them.

### Non-prescription Drugs

No non-prescription drugs may be taken during the school day without permission from a parent. If a student will need cough drops, the parent should send a dated note requesting that the student be allowed to use them. All pills and other types of medication must be brought to the office for safekeeping, along with a note from a parent stating the dosage and when the medication is to be given.

Sometimes a student may develop a bad headache during the day and seek relief from an over-the-counter pain remedy. At the beginning of the school year, parents will receive a consent

form that will cover these occurrences. A parent or guardian will still be contacted by phone before this medication is given to ensure he/she is aware of the symptoms for which the child is asking for medication and to ensure they are aware of what kind and what dosage has been taken.

### **MOVING AND TRANSFERRING SCHOOLS (5119)**

If a student is leaving St. Gabriel School and is transferring to another school, please notify the School Office at least two (2) weeks in advance so that the necessary forms can be completed before the child leaves. The permission of parents will be sought before records are sent.

### **PARTIES**

#### **In School**

Occasionally, teachers may schedule a party to celebrate a special holiday or as a reward for good behavior. Parents may be asked to provide treats for the class and/or students may be asked to bring their own drinks. Students who are celebrating their birthday may bring a treat for their classmates. This should be a treat rather than a meal. If uncertain, please contact the classroom teacher about suitability.

#### **Outside of School**

In order to avoid hurt feelings at a time when fun is the goal of a party or peer gathering, we request that invitations to parties be distributed away from school grounds and outside of school hours, when just some in the class are invited. We highly recommend that all students in a class be invited to parties.

### **PETS IN SCHOOL**

Students are not permitted to bring pets to school, except with the permission of the Principal. Permission will be granted only when the educational benefit outweighs health and/or safety considerations. Classroom teachers will be subject to the same restrictions.

### **PLAGIARISM**

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images or writings of another" (Webster's Dictionary, 1961). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of St. Gabriel School. Any partial or complete act of plagiarism found in a student's assignment will result in a reduction of the grade on that assignment.

Students in the intermediate grades who wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher. Students in Grades 7 and 8 who wish to use direct quotes as part of a written or oral assignment must follow the American Psychological Association (APA) style for referencing a direct quote both in the text and on the reference page. Instruction in APA will be given by the 7th and 8th Grade teachers. Students in Grades 7 and 8 who wish to paraphrase a passage must provide acknowledgment as an in-text citation according to the APA style.

### **PLAYGROUND EQUIPMENT**

Playground equipment is kept in a wooden cabinet between the double doors going out to the playground and is available for use during recess. Each child is responsible for taking care of the equipment by using it properly and carefully. Each child who borrows equipment is

responsible for returning it to its proper place. Misuse, negligence, or loss will have to be compensated for either by the individual or by the class depending on the circumstances.

Students may not bring cellphones, radios, headsets, or electronic equipment to school. The same restriction applies to all handheld electronic devices. Toys and games are provided for indoor recess, so students should not bring them from home. **The school will not be responsible if these items are damaged, lost, or stolen.**

### **PLAYGROUND RULES**

The welfare and safety of the children is of primary concern when students are engaged in outdoor activities at recess. The adult playground supervisor has full authority to set boundaries or discontinue activities not covered in this handbook if he/she feels that an activity has become dangerous, violent or effects the wellbeing of the child. Allowing children to bring additional toys to school for recess is left to the discretion of the classroom teacher, the principal and the playground supervisor with the exception of the following toys:

- Baseballs, softballs, and bats
- Bicycles, skateboards, scooters, snowboards, and roller blades
- Any motorized toys
- Trading cards or any game that allows one child to keep the toys of another child
- Hard balls or hard frisbees

The school is not responsible for any personal toys that are lost, stolen, or broken during the school day.

#### Jackets and Sweatshirts (All rules are subject to the playground supervisor)

All Grades: A jacket or sweatshirt needs to be worn when the temperature is below 55 degrees.

#### Indoor Recess

Indoor recess is held when weather conditions do not permit students to be outside, such as rain or extreme cold. Indoor recess will occur when the “feels like” temperature is 10 degrees or less.

There is some flexibility in the wind chill taking into account the length of the recess and the temperature compared to the wind chill. During indoor recess, K4-4th grades will remain in their classrooms. The 5th-8th grades will remain in the cafeteria working on homework, playing board games or cards.

#### Snow Play

During or immediately after snowfall, children need to be dressed for conditions. Boots and snow pants are required for 4K through fourth grade students who wish to play in the snow. Students in grades five through eight must have boots or an additional pair of shoes so that they can change from wet shoes to dry shoes after recess. Dry socks are also highly recommended. This additional pair of shoes cannot be their inside shoes nor their gym shoes. Students who do not have boots or an extra pair of shoes will be directed to a dry area by the playground supervisor and will have to remain in that area.

#### Socialization

Recess is an important part of the school day because it allows students to practice positive social skills and the morals and values we teach here at St. Gabriel School. Because of this, certain behaviors are not permitted. These behaviors include but are not limited to:

1. Profanity
2. Physical aggression of any kind
3. Verbal aggression

4. Harassment in any form
5. Any behavior that is considered dangerous by the playground supervisor.
6. Disrespect of the playground supervisor.
7. Throwing hard objects such as a hard ball, a snowball, and chunks of ice or rocks.

#### Playground Consequences

The playground supervisor may place a child against the wall for behavior infractions and that child may not engage with other students in conversation or in play - "Time Out." The child(ren) may also be sent to the principal's office as the situation warrants.

### **RELIGIOUS FORMATION (4112.4)**

#### Religion Program

Religious education and formation are central of our educational program at St. Gabriel School. Our program focuses on the following areas:

1. A life-centered approach to learning that incorporates the child's own life experiences and applies Christian values to daily living.
2. Lessons containing a balance of doctrinal content, scriptural understanding and faith formation.
3. Prayer and service to others as expressions of our personal relationship with God.

Prayer is an integral part of every school day. Children learn formal prayers as well as how to pray spontaneously. Classes take turns preparing for the weekly school liturgies, and students act as servers, lectors, gift bearers, cantors and petition writers. K4 students attend Mass occasionally.

Students are encouraged to respond to the needs of others in the school, parish, neighborhood, city, state and world. Students are regularly involved in service projects that help others.

We expect families to celebrate together in the parish weekend liturgies and we urge families to pray together at other times. Parents are the most influential and powerful role models of Christian living that children have.

#### Sacramental Preparation

Instruction for the First Eucharist and First Reconciliation is incorporated into the school curriculum. Parent sessions and other activities for the children are planned by the Director of Religious Education and the classroom teachers. If you have any questions about your child's reception of the sacraments, contact the Director of Religious Education, David Braun at 262-628-1141.

#### Parish Community

St. Gabriel School students and public school students in our Religious Education program are all members of the same faith community. They participate together in the reception of the sacraments of First Eucharist and First Reconciliation, they participate together in special Sunday liturgies, and they do some projects together. In this way, we hope to strengthen the bonds that unite us as parish members - One Body, Many Parts.

### **REPORT CARDS (5124)**

#### Quarterly Reports

Formal evaluation of the students' progress is reported to parents at the end of each quarter. Achievement grades are based on the completion and quality of daily class work, contributions to

class discussion and group activities, completion and quality of assigned take home work and scores on quizzes and tests. Art/Music are specialty classes that meet for a short time each week and therefore receive grades at the end of 2nd & 4th quarters (each semester).

The K4 and K5 Report of Student Progress is issued once at the end of first semester and again at the end of the year. It is comprised of a narrative update based on WMELS (Wisconsin Model of Early Learning) domains of student learning. The K5 report has an additional evaluation of performance on the developmental continuum. Each area of development is marked E (Emerging), D (Developing), or P (Proficient). The report card for Grades 1-3 lists concepts and skills in the academic content areas. On these reports, an “S” indicates Satisfactory achievement, a “P” shows Progress, while an “N” signifies a Need for improvement. In Grades 4-8, the letter grades A, B, C, D and U are used for the overall academic grades on the report cards.

Parents are encouraged to review the report card in the perspective of the child’s ability and effort. Please sign the report card envelope and return it to school within three days.

#### Progress Reports

Grades 1-3 receive a midterm report half way through each quarter. Grades 4-8 have grades posted through our online grading system (PowerSchool). Parents should check for indications the student is missing assignments, shows poor quality of work, is dropping in grades, or is failing. These signal a need for corrective action.

#### Honor Roll

Students in Grades 6-8 are eligible for the honor roll each quarter. Students in these grades who have earned a 3.00 to 3.49 grade point average receive honors; students with a 3.50 to 4.33 grade point average receive high honors. Anyone with a grade of a D or U is ineligible for the honor roll.

#### Promotion/Retention

Teachers will discuss with parents any extreme learning difficulties exhibited by the student. If retention is being considered, this matter will be discussed with parents by the end of the second quarter of the school year. The school Principal, parents and the classroom teacher(s) will be involved in any decision to retain a student. In accordance with Archdiocesan policy, the final decision will be made by the Principal.

Retention will normally take place during kindergarten, first or second grade. A student will not be retained more than once during the elementary years.

If any student averages more than two F’s in academic subjects on his/her report card for the entire school year, he/she will receive a “transfer” to the next grade rather than a “promotion.” This will be noted on the report card and be a part of the student’s permanent record.

An Eighth Grade student who averages two F’s or more during the school year may attend the graduation ceremony, but might not receive an official diploma. The Principal will make the final decision on whether or not a diploma is awarded, taking into consideration the ability and effort of the student and will establish the requirements for it. The Principal may delay awarding a diploma until academic work is completed satisfactorily during the summer.

#### Records (5125; 5125.2)

Parents, under the Family Educational Rights and Privacy Act, have the right to review their child’s official records. Parents and legal guardians who wish to do so should provide one day’s written notice to the School Office. Records may be reviewed in the presence of the Principal.

This school, in the absence of a court order to the contrary, will provide the non-custodial parent with access to the academic records and to other school-related information regarding the

child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **RETURNING NECESSARY FORMS OR MATERIALS**

Your cooperation in completing and returning requested forms is always greatly appreciated. Children learn a great deal from your cooperation, thoroughness and promptness. It also makes the School Office more efficient.

### **SCHEDULE OF THE DAY (6112.1; 6112.2)**

#### **Grades All Day K4 and 1-8:**

8:00 Doors Open  
8:15 Classes Begin  
11:10 Lunch/Recess (Gr. K5-2)  
11:20 Lunch/Recess (Gr. 3-5)  
11:40 Recess/Lunch (Gr. 6-8)  
12:05 Classes Resume  
3:15 Dismissal

#### **Grade K4 (Half Day)**

8:00 Doors Open  
8:15 Classes Begin  
11:00 Dismissal

### **SCRIP PROGRAM**

#### **Use Scrip Rebates to help pay School Tuition!**

#### **What is Scrip?**

Scrip is gift cards. You can shop with your gift cards in everyday shopping categories including groceries, gas, restaurants and more. These Scrip cards are the same as the gift cards purchased at your favorite retailers and are valued at the amount you purchased them for. A \$100 Kohl's Scrip card cost you \$100 and can be used for \$100 worth of merchandise – without exception. Just like cash.

#### **How does the program work then?**

- **Buy a Scrip Card (Buy a gift card from over 750 brands at [shopwithscrip.com](http://shopwithscrip.com))**
- **Earn Funds (The rebate on the gift card immediately goes to funding St. Gabriel education)**
- **Spend Gift Card (Use your gift card on everyday shopping)**

A portion of each gift card you purchase comes directly to our parish school. It is fundraising made easy! These fundraising revenues are used to support our education ministry expenses.

#### **How does purchasing Scrip help me?**

We will credit your tuition statement for 50% of the Scrip card profits earned by your purchases. These credits are given each month and are reflected on your tuition statement. Your purchases are

recorded and tracked in the Great Lakes Scrip program software to ensure you receive credit for all purchases made ... whether it be through presto pay (online) or from our Scrip volunteers.

### **How do I purchase Scrip?**

It is easy! You can buy Scrip gift cards:

- at the school office Monday – Thursday from 8:00 to 3:00 and Friday from 8:00 – 1:00
- after all Masses
- join our online using your enrollment code (F79EL7AL796) ... you can purchase e-cards instantly and reload as needed.

***(Scrip credits for tuition will be applied through April 30<sup>th</sup> for your last 8<sup>th</sup> grade child. Any credit balance on your tuition statement resulting from use of Scrip may be applied to ninth grade Christian Formation fees. All remaining Scrip credit balances will be returned to the Scrip fundraising account supporting our education budget.)***

***(Families paying tuition in full and receiving the upfront payment discount for your last 8<sup>th</sup> grade child will not be refunded Scrip credits earned in that year. Those credits may be applied to ninth grade Christian Formation fees.)***

***(Families receiving greater than 25% tuition assistance are not eligible for monthly scrip tuition credits. We encourage you to continue using Scrip as it is a fundraiser for our education budget, which all school families benefit from.)***

### **Scrip Program Agreement**

(When purchasing Scrip, you are agreeing to the following Scrip Program Agreement)

St. Gabriel Scrip Program (referred to herein as “we”, “us” and “our”) sponsors a scrip program which allows you to purchase scrip. The Scrip you purchase through our program generates rebates from the participating retailers. These rebates are primarily for the purpose of fundraising for our school operations. A portion of these rebates may be used to credit your school tuition. Our scrip program distributes the rebates each month on your tuition statement.

You agree to indemnify us against any loss incurred in connection with there being insufficient funds in your account to cover the checks or ACH transfers you issue to pay for your scrip. We make no representations or warranties of any kind with respect to the scrip. This agreement continues unless replaced by another, and can be terminated by either of us upon 60 days advance notice to the other.

Acknowledgement of your school handbook is acknowledgement of this program agreement and the terms are accepted as stated.

### **SERVICE HOURS**

In keeping with the school’s mission to help build the kingdom of God and to form the leaders of tomorrow, St. Gabriel School requires of its Middle School students service hours. The students receive a service hour verification form that can be signed by either parent or a supervising adult to indicate the number of hours completed and the service performed. The service hours can

include help given to a relative or neighbor, such as mowing the lawn or shoveling snow for no pay. Projects done as a family or in groups also count.

### **TECHNOLOGY**

In our curriculum, we offer Gr. K5-8 computer education. In our present society, the computer is the emerging technology and fast becoming a great influence on our students, parents and other adults. As part of this advancement in teaching, our curriculum does utilize the world wide web (www) or Internet, as a tool to explore and examine our curricular areas. To this end, we realize the importance of this technology but must also be cautious with its use during the school day. Therefore, before any student can utilize the computer and the Internet service, we provide at St. Gabriel an "Acceptable Computer Technology" form that must be signed by a parent as well as the child. This form is in compliance with the Archdiocese of Milwaukee Policy #6161.2(a).

### **TELEPHONE**

The school phone is available for student use with teacher permission in situations other than sickness or emergency. We ask that parents use discretion in requesting that messages be delivered to their children in the classrooms, as these interruptions can be a distraction from learning for all in the room. Students may not use cellphones in school.

### **TESTING PROGRAM (5120.1)**

Each spring, students in Grades 3, 5 and 7 take a standardized achievement, the Iowa Test of Basic Skills (ITBS). Parents and students receive the test results in May. The results help the school to evaluate the strengths and weaknesses of individual students and help in curriculum planning and evaluation.

### **VOLUNTEERS (4129)**

The efforts and skill of volunteer workers make each school day more productive. Parents, grandparents, uncles, aunts, cousins and friends are all welcome to join in this enriching endeavor. We need and appreciate all generous volunteers. Some of the areas in which volunteers are needed include: Scrip program, St. Gabriel School Auction, fundraisers, library, room parents, Home and School events, special events, and wherever and whenever the need arises. Please call the School Office at 262-628-1711 if interested in volunteering.

Parents and interested individuals in the community should be encouraged to offer their services as volunteers in the parish and school programs. Volunteers are to work under the supervision and direction of a certified staff person.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all volunteers who have regular contact with children will:

- Submit to a Criminal Background Check carried out by the employer.
- Read the Code of Ethical Standards and the Mandatory Reporting Responsibilities, sign and submit to the employer the attached verification statement.
- Attend a "**Safe Environment Education**" (formerly **Protecting God's Children**) awareness training session.
- Volunteers will need to complete their background check and training before beginning their volunteer service. If this completion is impossible in a given case, please contact the Safe



Environment Coordinator at the Archdiocese for assistance and guidance.

## **ST. GABRIEL WELLNESS POLICY** Revised 2/2017

### **Purpose of the Wellness Policy**

Saint Gabriel Parish School is committed to the optimal development of every student. The school believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. This policy outlines the school's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

### **School Meals**

The school is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. Saint Gabriel Parish School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP).

1. All school meals are accessible to all students.
2. The school offers reimbursable school meals that meet USDA nutrition standards.
3. Drinking water will be available to all students throughout the school day, including during meal times.
4. Students will be allowed at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
5. K4, 5, 6, 7 and 8th grade lunch will follow the recess period to better support learning and healthy eating habits. K5, 1, 2, 3, and 4th grade will eat before recess due to a two period lunch program. However, K5-4 do have an extra recess time during the day.
6. All school nutrition program staff will have met the hiring and annual continuing education requirements in the USDA professional standards for child nutrition professionals.

**If there is other food available at school, we will meet the below procedures. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 ([www.fns.usda.gov/sites/default/files/dietaryspecs.pdf](http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf)).**

1. The foods and beverages sold outside of the school meal programs (i.e., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.
2. All foods offered at school will meet or exceed the USDA Smart Snacks in School nutrition standards. Exemptions may be allowed at the discretion of the school principal, but shall not exceed more than one exemption per class.
  - The school will provide a list of healthy party ideas and snacks to parents and teachers, including non food celebration ideas (Healthy Party Ideas);

- The school will provide parents a list of foods and beverages that meet Smart Snacks nutrition standards.
  - The school will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
3. Only foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

### **Nutrition Promotion**

Students and staff will receive consistent nutrition messages throughout school, classrooms, gymnasium, and cafeteria. The school will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

1. Promote healthy food and beverage choices using at least ten Smarter Lunchroom techniques.
2. Each school will implement at least one of the following four Farm to School activities:
  - Local and/or regional products are incorporated into the school meal program
  - School hosts a school garden
  - School hosts field trips to local farms throughout the year
  - School utilizes promotions or special events, such as tastings, that highlight the local/regional products
3. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food advertising and marketing includes, but is not limited to the following:
  - Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
  - Displays, such as on vending machine exteriors.
  - Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards.
  - Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment.

### **Nutrition Education**

The school aims to teach, model, encourage, and support healthy eating by students. Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health.

1. Nutrition education will include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as promotions, taste-testing, farm visits, and school gardens.
2. Nutrition education will be included in the Health curriculum so that instruction is sequential and follows the Wisconsin Model Academic Standards for Nutrition. Nutrition education will also be integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects.

3. The school teaches students nutrition education using scientifically-based, up-to-date nutrition information consistent with the Dietary Guidelines for Americans. The District will include in the health education curriculum the following essential topics on healthy eating:

- Food guidance from MyPlate
- Reading and using USDA's food labels
- Balancing food intake and physical activity
- Food safety
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### **Physical Education**

The school will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students will be provided equal opportunity to participate in physical education classes.

1. All students will participate in physical education that meets or exceeds state standards.
  - All elementary students in each grade will receive physical education for at least 60 minutes per week throughout the school year.
  - All students are required to take physical education at Saint Gabriel unless a written note from a doctor is provided.
2. Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
3. All physical education classes are taught by licensed teachers who are certified or endorsed to teach physical education.
4. Waivers, exemptions, or substitutions for physical education classes are not granted.

### **Physical Activity**

Children and adolescents should participate in 60 minutes of physical activity every day. Schools will offer students a variety of physical activity opportunities that are in addition to, and not as a substitute for, physical education.

1. Physical activity during the school day (including but not limited to recess, physical activity breaks, Walking Hawks, yoga, or physical education) will not be required or withheld as punishment for any reason.
2. All elementary schools will offer at least 20 minutes of recess on all or most days during the year.
  - Outdoor recess will be offered when weather is feasible for outdoor play.
  - Active recess programming will be utilized to create universal participation by offering multiple activities at recess; designate different areas of play throughout the playground; provide equipment to decrease congestion on play structures; and

provide group games, led by staff such as Walking Hawks, Soles for Education, other walk, run, and biking activities.

- In the event that the school must conduct indoor recess, teachers and staff promote physical activity for students, to the extent practicable. Such things include stretching, a walk around school and gym areas.

3. The school recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. Activity break ideas are available through Active Schools WI.
4. The school offers opportunities (e.g., including activity club sports, basketball, volleyball, track, open gym) for students to participate in physical activity before and/or after the school day.
5. The will support active transport to and from school, such as walking or biking.

### **Other Activities that Promote Student Wellness**

Saint Gabriel will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. Saint Gabriel School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Saint Gabriel will continue relationships with its community partners, including Soles for Education, and our local health centers, in support of this wellness policy's implementation.

1. The School will promote to parents/caregivers, families, and the community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be invited to participate in school-sponsored events and will receive information about health promotion.
2. The School promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management.
3. When feasible, Saint Gabriel will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

### **Policy Monitoring/Implementation**

1. Saint Gabriel will convene a school wellness committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of our wellness policies.
2. The wellness committee membership will represent all school levels including elementary and middle school and include parents, students; representative of the school nutrition program will include school nutrition director; physical education teacher; health education, athletic department, teachers; school health professionals and mental health and social services; administrators such as the principal, secretary, health professionals including dietitians, doctors, nurses, dentists; and the general public.

3. The school will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the school within the school community in meeting wellness goals.
4. The school will actively notify households/families of the availability of the annual report through the School Gazette, Survival Guide and website.
5. The wellness committee will update or modify the wellness policy based on the results of the annual progress reports, and/or as school priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or State guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years.

### **Tools and Resources for a Healthy Future**

*To help promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals meet Federal school meal standards.*

1. <http://smarterlunchrooms.org/ideas>
2. <http://www.fruitsandveggiesmorematters.org/>
3. <http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>
  - Supplemental Nutrition Assistance Program
    - Food Distribution Programs
    - Child Nutrition Programs
    - WIC

#### *Physical health-promoting*

1. [https://healthymeals.fns.usda.gov/hsmrs/Connecticut/%20Healthy\\_Celebhttp://www.letsmove.gov/active-schoolsrations.pdf](https://healthymeals.fns.usda.gov/hsmrs/Connecticut/%20Healthy_Celebhttp://www.letsmove.gov/active-schoolsrations.pdf)
2. [http://www.actionforhealthykids.org/storage/documents/parent\\_toolkit/rewardsf3a.pdf](http://www.actionforhealthykids.org/storage/documents/parent_toolkit/rewardsf3a.pdf)
3. <http://www.cdc.gov/bam/activity/index.html>
4. <https://www.fueluptoplay60.com/>
5. <http://www.letsmove.gov/active-schools>
6. <https://www.noodle.com/schools>

#### *Health-promoting mind/stress relief*

1. <https://www.choosemyplate.gov/kids-activity-sheets>
2. <http://pbskids.org/lunchlab/http://www.letsmove.gov/active-schools>
3. <https://www.noodle.com/schools>
4. <http://palousemindfulness.com/MBSR/week0.html>

#### *Smart Snacks*

1. <https://foodplanner.healthiergeneration.org/products/>
2. <http://www.fruitsandveggiesmorematters.org/>
3. <http://pbskids.org/lunchlab/>
4. ([www.fns.usda.gov/sites/default/files/dietaryspecs.pdf](http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf)).

## **Official DPI Nondiscrimination Clause**

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

## **Wis. Stat. 118.13 Pupil discrimination prohibited**

(1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. The department's coordinator for this program is Paul Sherman, (608) 267-9157, (800) 441-4563, or Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841.

## **Reasonable Accommodation**

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request. To request accommodation, please contact Denise Kohout, (608) 266-0282, (800) 441-4563, or Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841.

## **EQUAL OPPORTUNITY STATEMENT**

St. Gabriel School is fully committed to a policy of equal opportunity in all of its employment practices. In the case of applicants otherwise qualified, no person shall be discriminated against in employment decisions because of factors not relevant to performance. The school endorses all efforts to eliminate and prevent discrimination on the basis of age, race, color, sex, disability, national origin or other basis protected by law. Decisions for hiring or promotion will be based upon qualification, ability and availability. Since a person's faith and church participation may be essential to their role on behalf of the school, the law does permit religious convictions to be considered in hiring or promotion decisions.

## **CRISIS MANAGEMENT PLAN: PROGRAM SUMMARY - POTENTIAL SITUATIONS**

- 1) Inclement weather
- 2) Building systems failure
- 3) Large group crisis/Unknown multiple illness
- 4) Fire
- 5) Bomb threat
- 6) Gas leak
- 7) Severe storm watch/warning- or -Tornado watch/warning
- 8) Intruder or other threatening situation  
(to include strangers, known individuals, animals etc...)

## **CATEGORIES**

### **EARLY RELEASE CATEGORY**

The following are situations which would necessitate early release of students:

- 1) Inclement weather

- 2) Building system(s) failure (utility outage)
- 3) Large group crisis/Unknown multiple illness (this could include sudden illness of multiple students, sudden emotional trauma to students or faculty, etc... this would be at the discretion of the principal)

#### EVACUATION CATEGORY

The following are situations which would require evacuation of the school building:

- 4) Fire
- 5) Bomb threat
- 6) Gas leak

#### NON-EVACUATION CATEGORY

The following are situations which require specific plans of action for the safety of students and staff, but do not require evacuation of the school.

- 7) Severe thunderstorm watch/warning - or - Tornado watch/warning
- 8) Intruder or other threatening situation  
(to include strangers, known individuals, animals etc...)

### ST. GABRIEL SCHOOL EMERGENCY RESPONSE PLAN - EARLY RELEASE

#### PLAN ONE - INCLEMENT WEATHER

When school is open on a snowy day, parents should ultimately decide whether or not their children will attend based on the ability to transport them safely. In cases of delays, **remember that the school is not open until the announced start time.**

If a snow emergency arises during a school day, radio stations WKTI (94.5) and WTMJ (620) will be contacted to make the announcements. You may also check our school website.

<http://www.sgabriel.org/>

Your own observations of weather conditions should alert you to tune in to one of the designated stations.

#### PLAN TWO - BUILDING SYSTEM FAILURE/LARGE GROUP CRISIS

- 1) When the decision is made to close school early due to a problem specific to St. Gabriel, the classroom teacher/parent representative will contact all families so they are aware of the closing and the reason for the closing.
- 2) Please be aware that in these situations there WILL NOT BE BUS SERVICE. All students must be picked up from school.
- 3) Students will wait for pick-up as they would during the regular day pick-up line.

#### EVACUATION

Please follow these procedures in the event you are notified that St. Gabriel has had to evacuate the school due to fire or other emergency. It is very important that you adhere to these guidelines to ensure a safe and orderly process.

- 1) When you have received the phone call from school or have heard the news from another source, follow the instructions you were given.
- 2) DO NOT CALL THE EVACUATION SITE. IT IS VERY IMPORTANT TO KEEP LINES

FREE AND CONFUSION TO A MINIMUM. Children will be held there until someone comes for them.

3) Proceed to the evacuation site. The locations are (in order):

a) St. Hubert Chapel b) Rectory

4) Someone will greet you at the door and direct you to where you can find your child(ren).

5) Please sign for your child(ren) and leave. Again, it is very important to keep the area clear and free from confusion. Your cooperation is greatly appreciated.

6) Listen to your radio for further information on school reopening or other arrangements. In addition to radio announcements, direct communication from school will follow. The chances of having to use these procedures are small, but we thank you for your careful consideration of these guidelines. It is always a good idea to be well informed and prepared.

### **NON-EVACUATION**

#### **SEVERE THUNDERSTORM WATCH OR WARNING**

#### **TORNADO WATCH OR WARNING**

In the event that a storm watch or warning is issued while your child is at school, the following procedures will be followed:

1) During a thunderstorm watch, activities in school will proceed as normal. Teachers will be informed of the situation and weather will be monitored. (The school office has a weather radio.)

2) During a thunderstorm warning or a tornado watch, children will be kept indoors. Individual students will not be allowed away from the classroom without adult supervision.

3a) If a tornado warning is issued, students will be taken to the following shelter areas: middle school (east) hallway and middle school bathrooms.

3b) If a tornado warning is issued at the end of the day, students will not be released until the warning expires.

3c) When the warning expires, students will be released to buses and rides.

3d) On the chance that the buses are not running, the classroom teacher/parent representative will contact all families.

### **AMENDING THE HANDBOOK**

The school retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Amended 2/17/17

Revised 4/7/17

Revised 5/24/17

Revised 9/28/17

Revised 3/23/18

Revised 7/26/18