

St. Gabriel Catholic Parish School follows the Archdiocese of Milwaukee guidelines and regulations found in the [Archdiocese School and Parish Policy manual](#). Students must comply with the school handbook and with school staff based on written and verbal instructions and expectations.

**St. Gabriel Catholic Parish School is a vibrant ministry of St. Gabriel Catholic Parish. St. Gabriel Catholic Parish School has a proud tradition of over 100 years of service to Church and Community. We hope this handbook will contribute to a successful school year for each school family.**

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Addenda

**Student/Parent Handbook Revisions**

<b>POLICY</b>	<b>PAGE #</b>	<b>UPDATE</b>
Mass Day Dress Code	15	Added and revised shorts
Lunch Supervision	23	Reworded and added indoor recess
Before School Program	10	Added
Dress Code	17	Added Cold Shoulder tops
Discipline	17	Revised Expulsion
		Multiple updates to reflect new facility and COVID-related restrictions for 2020-2021

## **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 are 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.

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### 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 email capabilities to facilitate distant communication.
- Using listservs and newsgroups to gain access to current information on local, state, national and world events.

### **ACCREDITATION PROCESS**

St. Gabriel is accredited by [WRISA](#), Wisconsin Religious and Independent Schools Accreditation. Accreditation occurs on a seven-year cycle. St. Gabriel next will have a self-study year in 2023-24, with a visiting team year in 2024-25.

### **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. Students may attend the Junior Kindergarten program for five half-days or five full-days weekly. St. Gabriel provides an all-day Kindergarten (5K) 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

Tuition rates will be announced at the time of registration for the new school year. Tuition schedules are posted on the [school website](#).

### 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 in rare instances and 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 costs \$12.00 a day. This program is on a first come, first served basis. **This program is only available when St. Gabriel School is in session.** Examples of activities during this time are as follows:

- \* Study & homework (including use of technology resources)

- \* Snack break
- \* Arts & Crafts
- \* 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. We encourage students to tell a teacher or other staff member if they are bullied or if they are aware of someone being bullied. Any report of alleged bullying will be investigated by the administration.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### Arrival

Students may be dropped off as early as 7:45 in the morning. Children may be dropped off curbside at the front entrance. Vehicles may then proceed to follow the traffic pattern around the parking lot in front of the school and exiting toward the north (Hubertus Road).

### Dismissal

Students will be dismissed beginning at 3:15 p.m.

- Walkers: Students who have permission to walk home will be dismissed first from their classrooms.
- Bus riders: Bus-riders will be dismissed from their classrooms and meet a staff member at door 5 (the playground door). All buses will collect students from the rear of the school building. Students will wait for their bus on the asphalt adjacent to the playground. The supervising staff member will wait until all of the students are on their buses before the buses leave.
- Car riders: When picking up at the end of the day, the parent pick up line may begin to form at 2:45. For 2020-2021, students will be dismissed by family name from their grade-level queues in the school building. When their family name is called, the students will proceed to the front entrance. Parents will be directed to stop at one of four pick-up spots, which are marked by cones. Students will wait at the coned area until their parents pull up and stop. Staff will direct car-riding students to their cars. 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.

Adherence to drop-off and pick-up procedures is essential for every child’s safety, whether they travel by car or on foot. Thank you for following these procedures to keep our students safe.

Please note: If your child will not be going home their usual way (e.g., 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 must have parent confirmation of any change in student pick-up at the end of the school day, either via email or phone conversation with the school office staff.

### Supervision

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 lockdown, 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 Catholic Parish School's new facility was constructed without the use of asbestos-containing materials. 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. Children who are genuinely ill should not be sent to school, as they may be 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 physician.)

Should it be necessary for your child to be absent, please call the School Office (262-628-1711) before 8:00 am in the morning of the absence. This helps us 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 notified the school of an absence.

Parents may request their child's assignments are 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.



**In a typical school year, this person must come into the School Office to collect the child. For 2020-2021, COVID-related restrictions may necessitate that child be collected at the front entrance, with a staff person escorting the child there.**

### Tardiness

For 2020-21, classes start at 8:05 a.m. **Beginning in 2021-22 classes start at 8:00 a.m.**

A child is considered tardy if he/she arrives after the 8:00 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.

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

Students may not bring their bicycles to school. 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 CONTACT INFORMATION**

An emergency form is given to parents at the beginning of each school year. This form requests the student's 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. Alternatively, 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). Our student application and registration forms require parents to supply information pertinent to any custody agreements to the school.

### **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. Parents delivering lunches or any forgotten items are asked to leave them in the School Office. **For the safety of our students, visitors are required to sign in at the School Office prior to being allowed in the school building. Due to COVID-related restrictions for the 2020-2021 school year, only essential visitors will be permitted to enter the school building during the school day.**

### **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 obtain 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 respond to you.

School information and a parent email, the St. Gabriel Gazette, are sent 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.

**Due to COVID-related restrictions in place for the 2020-2021 school year, information shared at**

**in-person parent meetings will be shared virtually. Parents are encouraged to contact teachers directly with school- or class-related questions.**

The School Advisory Commission and Home and School Association also are available resources for parents to discuss school community interests or concerns.

### **COMMUNICATION (5124.1)**

#### Conference Times

Parent/Teacher/Student conferences are scheduled for all families prior to the end of the first trimester or by request of the teacher or parents at the end of the other trimesters. 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.

**Due to COVID-19 restrictions in place for the 2020-2021 school year, parent conferences will be held virtually.**

#### 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 (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. Parents may access the Archdiocesan curriculum guides for parents at this [link](#).

### **Development and Endowment**

All school and parish community members are viewed as partners in promoting the long-term viability of St. Gabriel Catholic Parish School. Through the initial phase of the Many Parts One Body capital campaign, many generous donors funded the construction of the new school facility. The school also has a donor-funded financial assistance program, which helps to make a St. Gabriel education affordable for families with demonstrated financial need.

As the Many Parts One Body capital campaign moves into its next phase, funds will be used first to pay remaining construction debt and then will be directed toward deferred maintenance and an endowment fund. If you are interested in learning how you can contribute to these important efforts, please contact Celia Meyers, Director of Administrative Services, a [cmeyers@stgabrielhubertus.org](mailto:cmeyers@stgabrielhubertus.org).

## **DISCIPLINE (5144)**

### **A Cooperative Effort**

It is imperative that home and school work together on this important aspect of a child'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 actions 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

Our four basic expectations for student conduct are:

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

These expectations may have different application depending on the location and activity in which the student is engaged. For instance, permitted activities in the classroom differ from permitted recess or PE activities. All teachers' classroom policies align with these expectations. Specific conduct expectations for Mass, recess, PE, etc., will be clarified for students.

### **Middle School Expectations**

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, disrespect toward 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 trimester.

Two Signatures	Three - Four Signatures	Five Signatures	Six Signatures
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<p>Student meets with Principal</p>	<p>Student serves after school detention*</p>	<p>Student serves after school detention*</p> <p>Student meets with Principal and parent(s)</p> <p>(An individual behavior plan may be drafted and implemented)</p>	<p>Student serves after school detention*</p> <p>Student meets with Principal, parent(s), and Fr. Tim</p> <p>(An individual behavior plan may be drafted and implemented)</p>
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\*After school detentions will be served Wednesdays from 3:20 to 4:20.

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 April 15 through October 15 (including Mass days). Shorts must be no more than four (4) inches above the knee, and they must be dress shorts, i.e., no cut-offs, sweats, athletic shorts, sweatshirt material shorts, or similar non-dress 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. (Note: These shoes need to be able to be tightened.)
- Clean, non-baggy denim 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 any time.
- No logos on the seat 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 clothing gets wet.
- If the Principal deems a student's 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 Day 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 - 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 Mass and to reflect the values of a Catholic education.



## **Tops**

- Red or white polo, long- or short-sleeved, no logo required.
- Polos must be tucked in during Mass.

## **Bottoms**

### Girls:

- Khaki or navy slacks
  - Uniform twill or corduroy fabric
- Khaki or navy uniform twill skirts or jumpers
  - Hems should be two inches above the knee or longer.

Note: Girls may wear khaki or navy twill uniform shorts or capri pants before October 15 and after April 15.

### Boys:

- Khaki or navy slacks
  - Uniform twill or corduroy fabric

Note: Boys may wear khaki or navy twill uniform shorts before October 15 and after April 15.

## **Footwear**

- Secure footwear is important for student safety during active learning throughout the school day.
- All shoes must have a 'back,' not just a strap around the ankle.
- Students may wear athletic shoes or non-athletic shoes. If choosing a non-athletic shoe, the shoe should have a sturdy sole, closed toe, and low or flat heel for safety. (Note: Athletic shoes will still be needed for PE classes.)

## **Socks**

- Socks (easily visible) must be worn with footwear.
- Students may wear solid color socks (black, gray, white, navy, brown, or tan) of ankle, crew, or knee-high length. A minimal logo is acceptable on the sock provided that the rest of the sock is one of the above solid colors.

## **Optional uniform items**

- Solid navy, red, or white sweater vests, cardigans, or pullovers may be worn (no logo required)
- Solid red or solid white turtlenecks
- Girls may wear a red polo dress (no logo required).
- Girls may wear solid navy, white, or black leggings / tights with uniform skirts or jumpers.
- Belts are recommended and must be plain brown, black or navy.

Please note: Spirit Wear and Hawks Logo Wear are not considered uniform attire for Mass Days.

## 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-4:**

Students in grades K-4 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 5-8:**

**Please note: Due to social distancing requirements in place at the start of the 2020-2021 school year, locker rooms will not be used until further notice. Students grades 5 - 8 may wear PE attire during the school day until further notice.**

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 must be no more than 4 inches above the knee.
  - Spandex and yoga pants are not allowed.
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 parish App.

Except in the case of an on-site problem, St. Gabriel will close when either Hartford and/or Holy Hill Area

School District 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 WKTl (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 parish 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.

## **EXTRA-CURRICULAR OFFERINGS (6145)**

### Scouts, Athletics, Forensics

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. St. Gabriel has a combined Track and Field (boys and girls, 5<sup>th</sup>-8<sup>th</sup>) team in the Spring with St. Boniface.

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

These offerings are subject to change depending on parent volunteer availability. **Due to COVID-19 restrictions in place during the 2020-2021 school year, extracurricular activities may be postponed or cancelled. Determinations will be made with guidance from the Archdiocese of Milwaukee and the local Health Department.**

### 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 be making satisfactory progress on his/her report card or mid-term report, cannot receive a "1" in any subject, and must comply with 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 the student's academic performance has 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 trimester. Achievement in the third trimester 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 academic progress, 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.**

**FACULTY / STAFF 2020-2021**

Bridget Bartholomew, Principal  
Cindy Skowbo, 4K teacher  
Cathy Piotrowski, 5K teacher  
Vicki Littel, Grade 1 teacher  
Lucas Thuecks, Grade 2 teacher  
Courtney Szpara, Grade 3 teacher  
Margaret Davit, Grade 4 teacher  
Sheila Heimermann, Grade 5 teacher  
Pamela Merkel, Grade 6 (homeroom) teacher  
Debbie Erdmann, Grade 7 (homeroom) teacher  
Rebekah Holder, Grade 8 (homeroom) teacher  
Amanda Schulteis, PE/ Health teacher  
Heidi Duerst, Spanish / Music teacher  
JoAnne Wasserman, Art teacher  
Tammy Schneider, 4K Classroom aide  
Sarah Kohls, 4K Classroom aide  
Sue Ann Metiva, Resource staff  
Marilyn Herro, After Care teacher  
Cindy Fassbender, school secretary  
Lanae Weyer, Lunch Program manager  
Pamela Schmitt, custodial staff  
Katie Martinez, Library volunteer

**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 parent or guardian must be secured before students participate in field trips. If the school does not 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)**

Fundraising is a vital element of the school's financial structure. Fundraising reduces the cost of tuition, helping pay for teachers' salaries, utilities, and equipment, as well as curricular materials that update and enhance the learning experience.

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

Any new or repeating fund-raiser must be approved by 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.

### **SCRIP Program**

Parents may earn tuition credits by purchasing Scrip cards (gift cards), which are available to purchase through the school office and online. A portion of each gift card you purchase comes directly to our parish school. These fundraising revenues are used to support our education ministry expenses.

The school 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 through presto pay (online) or from our Scrip volunteers.

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 benefits all school families.

Parents may contact the school office or visit the school website for more details.

### **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.

### **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**

#### **Standards Based Grading**

To comply with the expectations of the Archdiocese of Milwaukee, beginning in 2020-2021 St. Gabriel Catholic Parish School will use a standards-based model of instruction and grading. Our goal is to promote a consistent and transparent understanding of our instructional, assessment, and grading practices.

#### Standards Based Instruction

In a standards-based classroom, specific standards drive instruction. Teachers focus on means in which to deliver instruction to promote mastery of concepts, skills, and knowledge. Learning Targets, or “I Can Statements,” inform students of targeted outcomes. Students work toward achieving mastery of such and are given multiple opportunities to do so.

#### Standards Based Assessment

Formative work is used throughout the learning process so that students can practice the application of

skills, concepts, and knowledge and teachers can measure student progress toward achieving success on a targeted standard. A rubric score (4, 3, 2, 1) indicates the level of success at which the student is performing. However, *Formative Work outcomes have no effect on Report Card grades*. Teachers solely assess this work to gain insight into individual and class needs, and to plan for future instruction.

*Summative Assessments* are used to measure students' comprehensive ability to demonstrate the concepts, skills, and knowledge embedded within each standard. A rubric score (4, 3, 2, 1) indicates the level of success at which the student is performing. ***Summative Assessment outcomes are the basis of Report Card grades.***

### **Standards Based Grading 4K & 5K**

The Wisconsin Model Early Learning Standards are used to guide instruction and assess student performance. On St. Gabriel's 4K and 5K Semester Report Cards, parents will receive a narrative description indicating their student's performance as it relates to each standard.

K5

The Wisconsin Model Early Learning Standards and standards designated by the Archdiocese of Milwaukee are used to guide instruction and assess student performance. On Semester Report Cards, you will receive a narrative description indicating your child's performance on Wisconsin's early learning standards, as well as achievement indicators of Secure (S), Developing (D), Emerging (E) for each Archdiocesan standard.

### **Standards Based Grading, Grades 1 - 3**

Standards designated by the Archdioceses of Milwaukee are used to guide instruction and assess student performance. On St. Gabriel's Trimester Report Cards, a score of 3 (Proficient), 2 (Developing), 1 (Emerging) will indicate your child's level of achievement with each standard.

#### **1st – 3rd Grade**

Standards designated by the Archdioceses of Milwaukee are used to guide instruction and assess student performance. On Trimester Report Cards, a score of 3 (Proficient), 2 (Developing), 1 (Emerging) will indicate your child's level of achievement with each standard.

#### Rubric Descriptor Description

- 3 Proficient • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards
  - Student can complete assigned tasks independently
- 2 Developing • Student demonstrates partial understanding of grade level standards
  - Student can sometimes complete learning activities without assistance
- 1 Emerging • Student needs more time to develop understanding of grade level standards
  - Student can complete learning activities with assistance

#### 4th - 8th Grade

Standards designated by the Archdioceses of Milwaukee are used to guide instruction and assess student performance. On Trimester Report Cards, a score of 4 (Advanced), 3 (Proficient), 2 (Developing), 1 (Emerging) will indicate your child's level of achievement with each standard.

#### Rubric Descriptor Description

- 4 Advanced • Student demonstrates understanding of concepts and skills extending beyond grade level standards
  - Student can independently complete self-directed studies
- 3 Proficient • Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards
  - Student can complete assigned tasks independently
- 2 Developing • Student demonstrates partial understanding of grade level standards
  - Student can sometimes complete learning activities without assistance
- 1 Emerging • Student needs more time to develop understanding of grade level standards
  - Student can complete learning activities with assistance



## **GYM USE POLICY**

**Due to COVID-19 restrictions in place during the 2020-2021 school year, the gymnasium is unavailable for athletic events or practices until further notice. The information below reflects availability policies that are in place when the school is not observing any COVID-related restrictions.**

Available times:

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

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

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

### **Priorities**

- Permission to use the gym must be granted by the Principal.
- Once permission is granted, scheduling requests must be made to the Parish Secretary, who schedules use of parish and school campus facilities.
- 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.)

Please note: 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, bleachers, 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, check the locker rooms and 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 may be 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 COVID-19, 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 another responsible individual. 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 waits 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.

## 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 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 in 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**

For 2020-2021, the lunch program will have three lunch shifts, with the first beginning at 11:10 and the last concluding at 12:25. Recess occurs for all students and precedes or follows the lunch period. Indoor recess will occur when the wind chill temperature is 10 degrees or less.

#### Parish Hall Procedures

Students eating cold lunch will bring their lunches with them to the parish hall. Students who are eating hot lunch may join the serving line to obtain their lunch. Seating is assigned by grade level to specific areas in the cafeteria.

#### Eating Lunch in the Parish Hall

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

#### Supervision During the Lunch Hour

Families may sign up to help in the lunchroom and on the playground. All volunteers must complete Safe Environment training offered by the Archdiocese of Milwaukee.

#### Hot Lunch

Hot lunch is available everyday for \$2.90 per day for students and \$3.75 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 please 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 money for 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,

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to come to the School Office to get his/her medication at the designated time. The school will keep medication under refrigeration if needed. The school will ask the grade-level teacher to store securely an epi-pen if one has been prescribed for a student. 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 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 what kind and what dosage has been taken.

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

If a student is leaving St. Gabriel 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.

### **PARENT EDUCATION PROGRAMS**

St. Gabriel offers parents a variety of resources throughout a typical school year. These can include: digital resources, such as Advent or Lent resources for families or wellness resources; print resources, such as the Archdiocese publication *The Gift of Sunday*; or live sessions on topics such as internet safety for students.

### **PARTIES**

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. Any treats must be store-bought and individually packaged.

### **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"

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(Webster's Dictionary, 1961). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project submitted 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 acknowledgement as an in-text citation according to the APA style.

## **PLAYGROUND EQUIPMENT**

Playground equipment is kept on a rack at Door 5 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 only exception is the use of earbuds needed for listening to audio instruction on student chromebooks. 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 affects 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 which are not permitted:

- 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 wind chill 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. The location for indoor recess will depend upon supervision and space availability. Students may be required to remain in their classrooms.

### 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 can neither 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 in a 'time out' on the perimeter of the play area for behavior infractions. The purpose is to give the child time to collect him/herself so that he/she will be ready to resume play and meet behavioral expectations. The child may not engage with other students in conversation or return to play until the supervisor gives permission to do so. 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 to 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 their child's most influential and powerful role models of Christian living.

## 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 Evangelization and Formation 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)**

### Trimester Reports (grades 1-8)

Formal evaluation of student progress is reported to parents at the end of each trimester. 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.

### Semester reports (grades 4K & 5K)

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 Standards) 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).

In 2020-2021, St. Gabriel is adopting a Standards Based Grading report card, in compliance with Archdiocese of Milwaukee Schools recommendations. Our Standards Based Grading handbook offers an explanation of this method of assessing and communicating student progress.

Parents are asked to confirm receipt of report cards, whether delivered electronically or via print copies.

### Progress Reports

Grades 1-3 receive a midterm report half way through each trimester. 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, or has declining grades. These signal a need for corrective action.

### 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 midpoint 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 “1s” 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 “1s” 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 digital or print forms is always greatly appreciated. Children learn a great deal from your cooperation, thoroughness, and promptness, and your assistance contributes to greater efficiency for the school.

#### **SAFETY POLICIES AND PROCEDURES**

St. Gabriel utilizes Standard Response Protocol for its safety policies. The school Safety Committee meets throughout the year to review and assess safety policies as needed. The school consults with the Washington County Sheriff’s Office on all safety policies and drills. Deputies from the Washington County Sheriff’s Office visit the school weekly for routine safety walkthroughs. The school also consults with the Richfield Fire Department for fire safety planning and drills.

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

##### 2020-21

##### Grades All Day K4 and K5 - 8:

7:45 Doors Open

8:05 Classes Begin (**NOTE: FOR 2021-22, CLASSES WILL BEGIN AT 8:00 a.m.**)

11:05 Lunch / Recess periods begin

12:25 Lunch / Recess periods conclude

3:15 Dismissal

##### Grade K4 (Half Day)

7:45 Doors Open  
8:05 Classes Begin (**NOTE: FOR 2021-22, CLASSES WILL BEGIN AT 8:00 a.m.**)  
11:00 Dismissal

## **SCHOOL-RELATED ASSOCIATIONS - STRUCTURE AND FUNCTION**

### School Advisory Commission

The purpose of the School Advisory Commission (SAC) is to:

- Assist leadership in ensuring that the school will thrive and remain viable for the future
- Assist leadership in ensuring excellence in
  - Catholic Culture
  - Academics
  - Whole Child Education
  - Stewardship of Resources
- Support the school in its efforts to collaborate with the parish

School Advisory Commission members meet monthly. School Advisory Commission members serve three-year terms and may serve two terms in succession. A discernment process is used when adding new members to the commission. Officer positions for the SAC include Chairperson, Treasurer, and Secretary. The Principal serves as an *ex officio* member of HSA.

### Home and School Association

The objectives of the Home and School Association (HSA) are:

- Coordinate communication between St Gabriel Catholic Parish School families and the school teachers and staff
- Identify and sponsor social and enrichment opportunities for the students, parents, teachers and staff.
- Sponsor events and activities that nurture the initiatives of the home, school and parish community of St Gabriel Catholic Parish School.
- Support the needs of our school in its missions.

All school parents are members of the HSA and are encouraged to attend monthly meetings. Officer positions for HSA include President, Vice President, Secretary, and Treasurer. The Principal serves as an *ex officio* member of HSA.

## **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 Middle School students to complete 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.

## **STUDENT RECORDS**

The Archdiocese of Milwaukee Cumulative Record shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started, and the student's history throughout the school system is recorded and maintained. Cumulative records include information such as attendance, progress reports, health information, and behavior information. After the student has graduated or transferred, the

cumulative record is maintained permanently.

Student records are kept in a secure location. Records are accessible only by authorized school personnel. Upon request, parents may be given a copy of the cumulative record, but the original must be maintained by the school.

### **STUDENT SPECIAL NEEDS**

St. Gabriel does not have a designated special education program. The school works with Holy Hill Area School District to offer support to students who have been identified by HHASD or another public school district as meeting criteria for special education Service Plans.

### **TECHNOLOGY**

St. Gabriel offers a balanced approach to educational technology. St. Gabriel offers 1:1 technology for students in grades 1-8. Students in Grade 1 are assigned a tablet for in-school and at-home use. Students in Grades 2 - 8 are assigned a chromebook for in-school and at-home use.

In order for students to utilize the school's technology and internet, the "Acceptable Use" form 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)**

Students in 4K, 5K, and Grade 1 participate in PALS testing twice annually, which measures phonemic awareness.

Beginning in 2021-2022, students in 5K - Grade 5 will participate in MAP testing three times annually. Data from this assessment will be utilized to assess student progress and inform instruction throughout the course of the school year.

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 progress of individual students and inform curriculum planning and evaluation.

### **VIRTUAL INSTRUCTION**

In the event that a student, a class, or the school moves to online instruction, students are expected to utilize online resources via their school-issued device. Teachers will provide students with a weekly virtual learning schedule, which will include synchronous class meetings via Google Meet. Students are expected to be in attendance virtually at all scheduled class Google Meets. Teachers will utilize either Google Classroom or Seesaw (depending on grade level or academic discipline) as the online platform for communicating with their class, posting assignments, etc.

## **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, recess supervision, Home and School events, special events, etc. 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.

**Due to COVID-related restrictions for the 2020-2021 school year, limited in-person volunteer opportunities during the school day are available.**

## **WELLNESS POLICY**

Revised 11/2019

### **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 mealtimes.
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, K5, 6, 7 and 8<sup>th</sup> grade lunch will follow the recess period to better support learning and healthy eating habits. 1, 2, 3, and 4<sup>th</sup> 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, brain breaks, 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 school will support active transport to and from school, such as walking.

### **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 duplicate, 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 committee members including school Principal and nutrition director 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 Gazette and website.
5. The wellness committee (as stated in #2 and 3 above) 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://www.actionforhealthykids.org/>
2. <https://www.healthypeople.gov/2020/topics-objectives/topic/physical-activity>
3. <http://www.actionforhealthykids.org/what-we-do/parents-for-healthy-kids>
4. <http://www.cdc.gov/bam/activity/index.html>
5. <https://www.fueluptoplay60.com/>

6. <https://letsmove.obamawhitehouse.archives.gov/eat-healthy>
7. <https://www.noodle.com/articles/what-is-project-based-learning>

#### 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)).

#### OTHER RESOURCES

Reach out to any of the following community resources whenever needed.

**Dial 2-1-1 to access local family, health, and social service resources**

**Washington County Crisis Intervention Team: Call 262-365-6565**

**Crisis Text Line: Text HOME to 741741**

Links below to the Centers for Disease Control information about COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Links to the Wisconsin Department of Health Services information about COVID-19:

<https://www.dhs.wisconsin.gov/disease/covid-19.htm>  
<https://www.dhs.wisconsin.gov/outbreaks/index.htm>

Link to the Wisconsin Department of Public Instruction webpage:

<https://dpi.wi.gov/sspw/2019-novel-coronavirus>

## USDA Nondiscrimination Statement Update

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **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 WKTJ (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

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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 location is: Northbrook Church
- 4) Someone will greet you at the door at Northbrook 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

Revised 8/31/20

Revised 4/15/21