



Student / Family Handbook

2022-2023

**1200 Saint Gabriel Way
Hubertus, WI 53033
262.628.1711
www.sgabriel.org**

STUDENT / FAMILY HANDBOOK FOR SCHOOLS (5101)

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.

The student/family handbook is an agreement between the students, parents of minor students, and the school. It is in effect for a one-year period or until reprinted/revised. The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

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 the Church and Community. We hope this handbook will contribute to a successful school year for each school family.

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 that 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 the 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 teach basic thought processes including logic, decision-making, problem-solving and critical thinking skills.
3. 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 that 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.

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2022-2023 SCHOOL CALENDAR (6111)

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 Ice Cream Social 6:30-7:30
22-26 Inservice Week
25 6th Grade Orientation 2:30-4:30
 Meet & Greet/Supply Drop Off 4:30-6:30
29 First Day of School

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

10 Professional Day
 No School

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day
 No School
10 Flea Market (8:00-3:00)
13 El. Parent Night (6:15)
15 MS Parent Night (6:15)

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-18 Iowa Testing Window
 Grades 3,5, and 7
2 End of Trimester
3 Professional Day
 No School

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Professional Day
 No School
14 Biergarten 5:30
25 P/T Conferences
 4:00-8:00
27 P/T Conferences
 4:00-8:00

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7-14 Spring Break
9 Easter Sunday

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5 Holiday Boutique
22 End of Trimester
23 Professional Day
 No School
24, 25 Thanksgiving
 Break

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 Grandparent's Mass
26 Professional Day
 No School
29 Memorial Day
 No School
31 Last Mass for 8th
 Grade

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25 Christmas
26-30 Christmas Break

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 8th Grade
 Graduation
2 Last Day of School
 End of Trimester
 Early Release 11:00
 Teacher Inservice P.M.

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 Professional Day
 No School
29 Open House
1/29-2/4 Catholic Schools
 Week

	Inservice Day: No School
	Break: No School
	School/Parish Events
	Holiday
	End of Trimester

FACULTY AND STAFF 2022-2023

Principal	Kimberly Lestina	klestina@sgabriel.org
School Secretary	Cindy Fassbender	cfassbender@sgabriel.org
4K	Cindy Skowbo	cskowbo@sgabriel.org
*4K Classroom Aide	Tammy Schneider	
*4K Classroom Aide	Carly Collins	
5K	Cathy Piotrowski	cpiotrowski@sgabriel.org
Grade 1	Vicki Littel	vlittel@sgabriel.org
Grade 2	Margaret Davit	mdavit@sgabriel.org
Grade 3	Lucy Rappis	lrappis@sgabriel.org
Grade 4	Beth McAleer	bmcaleer@sgabriel.org
Grade 5	Lucas Thuecks	ltuecks@sgabriel.org
Grade 6 Homeroom	Pamela Merkel	pmerkel@sgabriel.org
Grade 7 Homeroom	Debbie Erdmann	derdmann@sgabriel.org
Grade 8 Homeroom	JoAnne Wasserman	jwasserman@sgabriel.org
Art	JoAnne Wasserman	jwasserman@sgabriel.org
Math (Gr 6-8)		
Phy Ed / Health	Amanda Schulteis	aschulteis@sgabriel.org
Spanish / Music	Heidi Duerst	hduerst@sgabriel.org
RTI	Sarah Kohls	skohls@sgabriel.org
* RTI Aide	Gabrielle Woeltje	
After School Care	Debbie Erdmann	derdmann@sgabriel.org
*After School Care Aide	Marilyn Herro	
Lunch Program Manager	Lanae Weyer	lweyer@sgabriel.org
Library Volunteer	Katie Martinez	kmartinez@sgabriel.org
Custodial Staff	Pamela Schmitt	pschmitt@sgabriel.org
Athletic Director	Jeff Poff	saintgabrielschoolathletics@gmail.com

SCHOOL DAY (6112)

2022-2023

- **Grades All Day K4 and K5 - 8:**
 - 7:50 Doors Open
 - 8:00 Classes Begin
 - 11:05 Lunch / Recess periods begin
 - 12:05 Lunch / Recess periods conclude
 - 3:15 Dismissal
- **Grade K4 (Half Day)**
 - 7:50 Doors Open
 - 8:00 Classes Begin
 - 11:00 Dismissal

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Students may be dropped off as early as 7:40 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. Students will be dismissed by family names 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.

GENERAL CONSENT FORM FOR CHILD PHOTO, VIDEO, AND AUDIO USE (1112.2)

Photos or videos of students may be used on parish/network/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.
- Care needs to be taken to ensure that any digital content, including but not limited to, video, audio and

social media posts, does not release individual, identifiable information about minors without parental consent.

Download [Form 1112: General Consent Form for Child Photo, Video and Audio Use](#)

CLASSROOM VISITS (1250)

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds.

All visitors to the school/religious education program shall report to the office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply. Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so.

A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

COMMUNICATION

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 will be 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.

- The St. Gabriel Gazette is sent every other Thursday.
- In case of an emergency, families will be contracted via Bright Arrow Communication System through phone call, text and email.
 - **NOTE:** Emergency contact information used is the information given during the registration process. Please make sure your contact information is up to date. If you need to update your contact information, please call the school office.
- Classroom Newsletters will provide updates regarding grade level events and activities.
- Parent meetings will be held at 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.
- Parent-Teacher-Student Conferences will be held in the fall.

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.

RIGHTS AND RESPONSIBILITIES OF PARENTS (1312)

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

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

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

- Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by the Church.
- Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring; Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.
- Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.
- Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.
- Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.
- Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.
- Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents.

PARENT/STUDENT COMPLAINTS CONCERNING PARISH/SCHOOL PERSONNEL (1312.1)

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

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

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

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

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

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

FUNDRAISING AND VOLUNTEERISM (3281)

Volunteer service is a core value of a Catholic parish and school community and should be both encouraged and publicly acknowledged. Gratitude and appreciation should be rewarded in ways which do not constitute compensation.

A worker is no longer considered to be a volunteer if he or she receives something of value in kind for his or her service. By definition, a volunteer is someone who gives services without any expressed or implied promise of remuneration.

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 30th for your last 8th-grade child. Any credit balance on your tuition statement resulting from the 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 their last 8th-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 that 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.

Acknowledgment of your school handbook is an acknowledgment of this program agreement and the terms are accepted as stated.

VOLUNTEERS (4129)

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.

All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers should be provided an orientation prior to the commencement of their duties. This orientation should include a review of parish/school policies, procedures and legal considerations as they pertain to the volunteers’ time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

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, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Attend a Safe Environment "Protecting God's Children" awareness session
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

[Download Form 4129 \(a\): Volunteer Application](#)

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, at cmeyers@stgabrielhubertus.org.

SCHOOL-RELATED ASSOCIATIONS: STRUCTURE AND FUNCTION

School Advisory Commission

The School Advisory Commission/Committee is a group of elected or discerned parishioners who, along with the pastor/parish director/administrator, director of religious education and principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Commission is a standing commission of the Parish Pastoral Council. The School Advisory Commission is an advisory body to the school principal. The purpose of the School Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.

The School Advisory Commission operates under an approved set of Operational Norms.

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.

FUNDRAISING FOR FIELD TRIPS (3282)

Field trips, excursions, retreats, mission trips, and community service (hereinafter “field trips”), are integral components to learning that support the spiritual and social development of students. Field trips are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Field trips are a rich source of authentic learning for all students. Field trips are recognized as a source of worthwhile learning activities that broaden students’ experiences. All students should have the opportunity to access field trips that enhance the curriculum.

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

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

TRANSPORTATION OF STUDENTS (3541.1)

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.

6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the **Request for Driver's Record Check**. Catholic Mutual will check the driving record through the state and communicate the results to the parish. **The Employee/Volunteer Driver Information Sheet** should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "*Be Smart – Drive Safe*" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, *Church Transportation – is it Necessary and Ministry-Based*.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

GENDER IDENTITY

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

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

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of potential or actual "gender assignment".

GYM USE POLICY

This policy is designed to both promote and protect the use of the St. Gabriel Catholic Parish School Gymnasium. The Gym is designated primarily as an athletic/physical fitness facility. Overall supervision of the Gymnasium is the responsibility of the coach, leader, or designated gym supervisor for the event.

It is our hope that everyone granted use of the gymnasium will take personal ownership for its care and in the enforcement of the rules and regulations. The office will document any misuse. Repeated occurrences of misuse may result in termination of gym use.

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 the use of parish and school campus facilities. Please contact the Parish Office in the event of a cancellation.
- 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:

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

Please note: The school has the right to change the schedule at any time.

Gymnasium Use Rules and Responsibilities

1. Children in the gym must be supervised by an adult at all times.
2. No gum chewing is allowed in the gym.
3. Gym court users must wear appropriate, clean, gym shoes before entering the court.
4. No tape should be used on the gym floor. No markers, crayons, paint, glue, etc. should be used in the gym.
5. Only adults specifically trained in the use and operations of bleacher setup and storage are permitted to operate the bleachers. Bleachers should **not** be sat on when they are in the stored position.
6. The adult in charge is responsible for the proper setup, and storage of any equipment used and for gym cleanup. Any equipment that has been moved or altered must be returned to its initial state at the conclusion of the event.
 - a. Basketball hoops set to playing position
 - b. Bleachers cleaned and stowed
 - c. Divider curtain up
 - d. All equipment put away
 - e. Floor swept
 - f. Chairs returned to Parish Hall
 - g. Rugs in entry/hallways vacuumed after games/events if needed (salt etc.)
7. All equipment malfunctions or damage must be reported immediately to the Athletic Director (StGabrielSchoolAthletics@gmail.com).
8. Pets are not allowed in the Gym.
9. Spiked or stiletto-heeled shoes are not allowed on the gym floor at any time.
10. It is the coach's, leader's, or supervisor's responsibility to enforce these rules

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.

ADMISSION (5110)

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 are 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 calendar year probation period and the possible conflict due to the 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 1st. 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 1st.

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 during the first calendar year of their attendance at St. Gabriel.

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, priority consideration for admission of students to St. Gabriel School shall be given to these criteria in the following order:

1. To all children currently enrolled
2. To children of families with siblings currently enrolled in school
3. To children of parishioners (in case of a parish school)
4. To children from other Catholic parishes
5. To children of other religious affiliations

After the period of open enrollment, admittance or placement on the waiting list will be based on the 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](#).

ADMISSIONS TO KINDERGARTEN (4 AND 5 YR. OLD) AND FIRST GRADE (5111)

Upon admission to kindergarten or grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other documents that the school has indicated as acceptable.

Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before

September 1 in the year he or she proposes to enter school.

- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade.
- Children entering 4K, 5K, and 1st grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

STUDENTS WITH 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.

AFTER SCHOOL LEARNING PROGRAM (ASLP)

St. Gabriel School's After School Program is for students in all-day K4 through 8th 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

COMPULSORY SCHOOL ATTENDANCE (5112)

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

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

Each school or network of schools shall develop local, written policies and procedures regarding school attendance. These shall include, but not be limited to:

- **Excused Absences**
 - When a student is going to be absent a parent must:
 - Notify the school by telephone (262-626-2603) or by written note prior to 8:00 a.m. An attempt will be made by the school to contact families of absent students who have not called the school by 8:00 a.m.
 - Send a note or e-mail to the school on the day of the child's return explaining the reason for the absence. These notes will be dated, signed and include the name of the teacher to whom the note is addressed. These notes are necessary to support absences recorded on the report card.
 - Notify the school concerning any communicable diseases or parasitic infestation that does or does not result in an absence.

- Remain in contact with the school during a prolonged absence due to illness.
- Homework for an excused absence can be sent home with a sibling or a neighbor as requested by the parent. Homework can also be picked up in the school office after school or if arrangements are made for an earlier pick-up time. Students are responsible for making up any lessons or work missed. The student will have the number of days absent to make up all the work.
- Unexcused Absences/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.
- Tardiness
 - Classes start at 8:00 a.m.
 - A child is considered tardy if he/she arrives after the 8:00 a.m. 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
- Absence and Late Notification Policy
 - When a student is absent or late for any reason, parents must call the Office (262) 628-1711 before 8:15 A.M. that day and to indicate if (s)he will be taking hot lunch that day. Failure to do this will result in the child having to take a cold lunch that day.
 - When a student is tardy, he/she must report to the office in order to be admitted to class.
 - If an absence, late arrival or early dismissal from class is anticipated, the parent must send a note/email to the office prior to the absence.
 - No child may be dismissed early from a classroom without the notification from parent/guardian.

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

- 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 vacations 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.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition.

The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

RELEASE OF STUDENTS (5113)

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

TRANSFERS / WITHDRAWALS (5119)

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons for the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended. Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.

STUDENT ACADEMIC PROGRESS (5120)

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual.

ASSESSMENT OF STUDENT LEARNING (5120.1)

"An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instruction practices." -NSBECS, Standard 8

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. St. Gabriel will employ a system of integrated assessment that includes:

- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement.

To receive accreditation, all schools shall administer standardized assessments as required by the Office for Schools. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

Students in 5K - Grade 8 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.

SCHOOL GRADING PRACTICES (5121)

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

STUDENT PROMOTION AND RETENTION (5123)

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. A student's chronological age, intellectual ability, physical size, present grade placement, peer relationships, and siblings must be factored into a decision about whether the retention will help or hinder a child. When retention seems likely, parents are contacted several times during the year. Final decisions on retention will rest with the local school authorities.

There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years.

REPORTING TO PARENTS (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 classwork, 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 the first semester and again at the end of the year. It is an 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).

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

PARENT-TEACHER-STUDENT CONFERENCES (5124.1)

Conferences shall be held with the parents/guardians of each student on an ongoing basis both formally and informally throughout the year.

CHILD CUSTODY (5124.2)

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators 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 the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner 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), copies of the student progress reports shall be issued 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)*.

STUDENT RECORDS FOR SCHOOLS (5125)

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.

BULLYING AND HARASSMENT (5131.1)

At St. Gabriel School, we believe that all people should be treated with respect as the children of God. We strive to provide a safe and caring learning environment for all of our students and to encourage them to choose Christ. Bullying behaviors are actions that are contrary to this belief and to the teachings of our Catholic faith. Therefore, this Policy has been enacted and applies to all students attending St. Gabriel School.

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

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

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

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

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

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

of the report will be made by the recipient of the report.

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

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

The overall goal of the Bullying Policy is as follows:

- To promote a Catholic educational environment in which bullying behavior is not tolerated.
- To prevent bullying behavior from occurring through a well-communicated and concise policy.
- To inform and educate students, parents, faculty and staff of the expectations and to work as a group to maintain a positive learning environment for all.

Parents must:

- Be role models of proper Catholic behavior; to act with love and mercy to our fellow human beings and to impart this to our children.
- Be aware of their child's actions and relationships. Maintain open communication and dialog with their child.
- Get to know their child's friends and observe their interactions in social settings including on social media. It is the expectation of St. Gabriel Parish and School that parents are monitoring their child's social media use and advising the school if bullying behavior occurs.
- Immediately report concerns of bullying behavior to their child's teacher and/or principal.
- Be open to the idea that their child may be engaged in bullying behavior and work with the school and child to eliminate such behavior.

Teachers must:

- Be role models of proper Catholic behavior; to act with love and mercy to our fellow human beings and to impart this to our students.
- Be aware of signs of all forms of bullying through observation of student interactions.
- Immediately report concerns of bullying behavior to the school principal. Communicate with the parents of the bully and the victim. Complete the Bullying Incident Report when an incident is reported. Maintain confidentiality of the students involved to the extent possible.

Students must:

- Report incidents of bullying when they witness or experience it to the teacher in charge at the time of the incident, or to another staff/faculty member as soon as possible following the incident. Complete the Bullying Incident Report to report a bullying incident. Forms may be completed at home and will be available in the school office.
- Talk to parents or trusted adults about what they are experiencing in order to get help/guidance.
- Engage in positive behavior; act confident if bullying occurs.
- Stand up for a student being bullied and refuse to join in if they see someone being bullied.
- Offer support for individuals being mistreated.
- Encourage students who are being bullied to talk to their parents or a trusted adult.
- Treat others with the respect and dignity that is expected of any Catholic pursuant to the teachings of Jesus Christ.
- Surround yourself with people who treat others with respect and are a positive influence.

Consequences of Bullying Behavior:

Bullying behavior cannot and will not be tolerated at St. Gabriel School. Should bullying be identified, the disciplinary guidelines of the school will be followed. An action plan may be developed depending on the severity and duration of the bullying behavior.

VANDALISM (5131.5)

Parents of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

DRESS CODE (5132)

Tops

- Red or white polo, long- or short-sleeved,
 - St. Gabriel logo is not required
 - Other brand logos (ie: Nike, Adidas, etc) are not allowed.
- Polos must be tucked in during Mass.

Bottoms

- Girls:
 - Khaki or navy slacks
 - Twill or woven fabric (no knit fabrics)
 - Must sit at the natural waistline
 - Khaki or navy twill skirts or jumpers (no knit fabrics)
 - Hems should be four inches above the knee or longer.

Note: Girls may wear khaki or navy twill shorts or capri pants (no knit fabrics) before October 15th and after April 15th.

- Boys:
 - Khaki or navy slacks
 - Twill or woven fabric (no knit fabrics)
 - Must sit at the natural waistline

Note: Boys may wear khaki or navy twill shorts (no knit fabrics) before October 15th and after April 15th.

Footwear

- Secure footwear is important for student safety during active learning throughout the school day.
- All shoes must have a closed toe, and closed back or 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, closed back or strap around the ankle, and low or flat heel for safety.
 - Note: Athletic shoes will still be needed for PE classes.

Socks

- Socks must be worn with footwear.

Optional Dress Code Items

- Solid navy, red, or white sweater vests, cardigans, or pullovers may be worn over a collared uniform shirt.
 - St. Gabriel logo is not 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 only with dress code skirts or jumpers.
- Belts are recommended and must be plain brown, black, or navy.
- St. Gabriel Spirit wear from the Spirit Store may be worn over a red or white polo or turtleneck top
 - Other brand logos (ie: Nike, Adidas, etc) are not allowed.

General Appearance

- Clothing should be neat, clean, in good repair and of appropriate size and length. No clothing should show undergarments, lower back, midriff, etc.
- Hair should be clean and worn in an appropriate hairstyle.
 - No unnatural colors (ie. pink, blue, green, etc.).
- Mustache, beards, goatees are unacceptable.
- Excessive make-up is not to be worn.
- 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.

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 have dressed appropriately for the activity.

- Students in grades K4-4th grade 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.
- Students in grades 5-8 will be required to change into appropriate gym clothes for P.E. class. St. Gabriel athletic spirit wear (athletic shorts and t-shirts) is an available option through the Spirit Wear store.
 - 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.
 - Shorts must be worn to P.E. class.
 - Shorts must be no more than four inches above the knee.
 - Spandex and yoga pants are not allowed.
 - Boys and girls MUST wear sleeved shirts.
 - No muscle shirts, tank tops, spaghetti straps are allowed.
 - No inappropriate logos, patches, or sayings on clothing.
 - Cold weather dress for P.E. may include sweatpants and sweatshirts.
 - Unsafe jewelry (spike earrings, hoops, large rope-type necklaces, bracelets) must be removed before class.

SCHOOL WELLNESS POLICY (5140)

Policy Preamble

The school is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The school believes that we need to create and support health-promoting learning environments throughout our schools, giving students the opportunity to achieve success. The Lunch Program Manager oversees the school's wellness policy.

Nutrition Standards for All Foods

The school is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Standards and Guidelines for School Meals

The school is committed to ensuring that:

- All meals meet or exceed current nutrition requirements established under the Healthy Hungerfree Kids Act of 2010 (www.fns.usda.gov/sites/default/files/dietaryspecs.pdf).
- All meals are accessible to all students.
- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Drinking water is available for students during mealtimes.
- When drinking fountains are not present in the cafeteria, water cups/jugs are available.
- Students are provided at least 20 minutes to eat lunch after being seated.
- Lunch shall be scheduled following recess for elementary students.

Foods and Beverages Sold Outside of the School Meals Program

- All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Sample School Wellness Policy 5140 Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Marketing

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

Nutrition Education

Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors. Nutrition education shall be provided to families via handouts, newsletters, postings on the web-site, presentations, and workshops.

Nutrition Promotion

The school is committed to providing an environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout classrooms, cafeterias, and school media.

Physical Activity

The school shall provide students with age and grade appropriate opportunities to engage in physical activity, that may include the following components: physical education, recess, classroom-based physical activity, and out of school time activities.

For more information please see our website <https://www.sgabriel.org/lunch-program>

LUNCH PROGRAM

The lunch program has three lunch shifts, with the first beginning at 11:05 and the last concluding at 12:05. 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 lunches 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 the Safe Environment training offered by the Archdiocese of Milwaukee.

Hot Lunch

Hot lunch is available every day for students and staff. 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 to 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 through the family lunch account. Link to the [DPI Free and Reduced Lunch application](#).

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT (5140.1)

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

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

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

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

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

Definitions of Abuse and Neglect

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

Mandatory Reporters

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

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

- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

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

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

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

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

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).

If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

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

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

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

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

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

NON SMOKING (5140.4)

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke free in accordance with [Wis. Stat. 101.123 \(2\) \(a\)](#). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all school and religious education events. Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

ANIMALS IN THE CLASSROOM (5140.5)

The educational and comfort value of animals in the parish/school setting is recognized. However, conditions must be maintained to insure the safety and well-being of students, staff, and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as part of a written curriculum and with the prior approval of the school administrator.
- There should be a clear instructional or comfort purpose for keeping an animal in the classroom.
- School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) (5140.11)

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*.

MANDATORY REPORTING OF SCHOOL VIOLENCE THREATS (5140.12)

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

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

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

ACCIDENT OR ILLNESS REPORTING (5141)

Any serious illness or accident is to be brought to the attention of the parish/school administrator, and the parish/school nurse if available, as quickly as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident. Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report.

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

An emergency pupil information file should be available for quick reference. Student emergency records must be updated each year and contain information listing the parents' and another competent adult's address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the parish facility/school, as well as in the parish/school facility itself. Injuries that need to be reported include, but not limited to the following:

- Broken bones
- Head injury/concussion
- Serious eye injury
- Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/ urgent care clinic
- Any other serious injury that arises out of negligence or a hazardous situation

HEALTH

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.

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.

CONCUSSION (5141.1)

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

While some research shows that the young brain can be resilient, it may also be more susceptible to the chemical changes that occur in the brain after a concussion. These changes can lead to a set of symptoms affecting the student's cognitive, physical, emotional, and sleep functions.

Concussions affect people differently. Most students will have symptoms that last for a few days or a week. A more serious concussion can last for weeks, months, or even longer. (Source: Centers for Disease Control)

The effects of a concussion on a student's return-to-school experience are unique to each student. Therefore, each student should have an individualized academic adjustment plan for the duration of the student's recovery. This plan should be created in consultation with the student's parents, medical professionals, and school personnel. It should address the cognitive, behavioral, social, emotional, and emotional needs of the student.

Each year, all school personnel and coaches shall review the school's concussion management plan and educational materials. All school staff members and coaches shall sign a statement acknowledging that they understand the importance of recognizing and responding to concussions.

COMMUNICABLE DISEASES (5141.2)

All suspected cases of communicable diseases which occur among students or staff shall be reported immediately by telephone to the local public health agency, and the agency's recommendations should be followed.

Whenever a child is sent home with a suspected communicable disease, the local health department is notified by the school administrator.

Pandemics

It is difficult to predict when the next pandemic will occur and how severe it will be. A pandemic may come and go in waves, each of which can last months at a time.

Our focus will continue to be on in person/face-to-face learning. If the need arises for school closures or virtual learning options, school families will be notified at that time.

STUDENTS WITH FOOD ALLERGIES (5141.4)

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy-producing food products. In these grade levels, all families need to consider such allergies in preparing lunches, treats, and snacks. The school will establish allergy-free zones in the lunchroom and other instructional areas where

appropriate.

Students with food allergies may have allergic reactions that vary from localized, mild, to systemic, life-threatening reactions. Therefore, students with food allergies must have on file at the school an allergy action plan and healthcare accommodations plan in accordance with the school's medication policy.

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

IMMUNIZATION REQUIREMENTS (5141.31)

School administrators must be in compliance with state immunization laws. Wisconsin law requires schools to develop and implement a plan to encourage compliance with state immunization laws and parents to present written evidence, paper or electronic, that their child has received specified vaccinations. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician.

1. The school or day care center shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted. Notification shall include instructions for complying with the [Wis. Stat. 252.04](#), including a list of missing immunizations, the availability of waivers for reasons of health, religion, or personal conviction, and an explanation of the penalty for noncompliance. A school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. The school will notify all parents that failure to comply with the state immunization requirements will be reported to the county district attorney in accordance with the law.
2. For any student who has received the first dose of each immunization required for that student's age or grade under [HSS 144.03](#), but who has not received all of the required doses, the school shall obtain written evidence that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in [HSS 144.03](#).
3. The school and day care center shall maintain on file the immunization history for each student and any waiver form submitted. Immunization histories shall be updated with information supplied by the local public health agency, parents, or private physicians.
4. The school or day care center shall maintain a current roster listing the name and immunization history of each student who does not meet all immunization requirements for that student's grade or age.
5. The immunization record of any student who transfers from one school or day care center to another shall be forwarded to the new school or day care center within 10 school days of the request for record transfer. The records of day care students shall be transferred to a school if requested. Click [Student Immunization Record](#) to download the form.
6. If one of the diseases covered by [Wis. Stat. 252.04 \(a\)](#) occurs in a student or staff member, the school or day care center shall assist the local public health agency and the department in immediately identifying any unimmunized students, notifying their parents of possible exposure, and facilitating the disease control activities.
7. If a substantial outbreak as defined in [HSS144.02 \(12\)](#) occurs in a school or day care center, or in the municipality in which a school or day care center is located, the school or day care center shall exclude students who have not received all required immunizations against the disease, including students in all grades who have not had two (2) doses of measles vaccine when it is an outbreak of measles that is occurring, when ordered to do so by the department. The exclusion shall last until the student is immunized or until the department determines that the outbreak has subsided.

ADMINISTRATION OF MEDICATION TO STUDENTS (5141.5)

1. No medication will be administered by school personnel without the Medication Consent Form and the

Physician Order for Medication Administration Form being filled out and returned to the School Office/Secretary.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the School Office/Secretary.
 - Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the School Office/Secretary.
 - The School Secretary or the Principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
 3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
 4. Medication will be taken by the child at the designated time, administered by the School Office/Secretary.
 5. Only limited quantities of any medicine are to be kept at school.

DISCIPLINE (5144)

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

Probation, Suspension, and Expulsion

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

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

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Probation

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

All students new to a school are considered on probation for one calendar year.

Suspension

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

Suspensions from attendance at classes or school as determined by the school administrator must include:

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

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended

students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or

equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.

- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal

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

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

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

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

TESTS FOR STUDENT ALCOHOL AND DRUG USE (5144.12)

Providing a safe school environment, and at the same time promoting an atmosphere of health and wellness, is critical to the philosophy and overall mission of Catholic schools. As part of a pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administration exhibits behaviors consistent with the use of alcohol or illegal drugs.

CORPORAL PUNISHMENT (5144.2)

Corporal punishment is defined as the use of physical punishment for an offense. Parish/school personnel shall not administer, or provide support for, corporal punishment. This stipulation that corporal punishment shall

never be used follows naturally from belief in the worth and dignity of each individual and the belief in the parish/school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

Self-defense is not corporal punishment unless the force used is greater than necessary to repel the attack. Use of reasonable physical force necessary to protect the interest of a third party is not corporal punishment. (Example: Use of reasonable force to protect a student from attack by another student.)

POLICE QUESTIONING AND APPREHENSION (5145)

Law enforcement officers or social service providers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school. A law enforcement officer has the right to question a student, even without a warrant.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. The administrator is not the legal representative of the student and could in fact be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation in this matter. The administrator may, of course, notify the parents that the child is being interrogated.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by social service agents of the courts. The administrator may, of course, notify the parents that the child is being questioned.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

SEARCH AND SEIZURE (5145.2)

Student Lockers and Desks:

- Parishes/schools reserve the right to search anything brought onto parish/school property.
- Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.
- The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.
- Illegal or contraband materials found during a search shall be turned over to law enforcement officials.
- Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect

as per the court's order.

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 cell phones in school.

TORNADOES AND STORMS / INCLEMENT WEATHER (6114.4; 6114.5)

Emergency closing of the school due to snow or other conditions will be announced FOX 6, WISN Channel 12 in addition, families will also be contracted via Bright Arrow Communication System through phone call, text, and email.

- **NOTE:** The emergency contact information used is the information given during the registration process. Please make sure your contact information is always up to date. If you need to update your contact information, please call the school office.

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 utilize their busing system and food services.

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 weather emergency arises during a school day, announcements will be made on FOX 6, WISN Channel 12 in addition, families will also be contracted via Bright Arrow Communication System through phone call, text, and email.

Your own observations of weather conditions should alert you to tune in to one of the designated stations. You may also check our [school website](#), Facebook page, and Bright Arrow.

Students practice emergency procedures for tornado conditions. The 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.

WEAPONS-FREE ZONES (6114.6)

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

STANDARDS BASED CURRICULUM, INSTRUCTION, AND ASSESSMENT (6140)

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned

to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. (NSBECC Benchmark 7.1)

Curriculum documents are designed to:

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources; and
- Articulate how students will demonstrate their learning. The school shall provide a wide range of instructional strategies and assessment methods based on the unique needs of each student.

The ***Grade Specific Religion Curriculum*** and ***Family Life Curriculum*** have been reviewed and approved by the Archbishop. Schools must adhere to the approved curriculum and resource lists in these areas.

Instructional strategies and materials/resources shall be determined at the school level according to the curriculum being delivered and the needs of the students being served.

Alignment of curriculum, instruction, and assessment shall be documented and monitored to ensure students have the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens. (NSBECC Benchmark 7.3)

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 by 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, parents will receive a narrative description indicating their 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 the student's level of achievement with each standard.

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 the student'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 an understanding of grade-level standards
 - Students can complete learning activities with assistance.

Standards-Based Grading, 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 the student's level of achievement with each standard.

- Rubric Descriptor Description:
 - 4 Advanced
 - Student demonstrates an 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 an understanding of grade-level standards
 - Students can complete learning activities with assistance.

RELIGIOUS FORMATION

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.

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.

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 or iPads. 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 are 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 rollerblades
- 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: 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 a 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:

- Profanity
- Physical aggression of any kind
- Verbal aggression
- Harassment in any form
- Any behavior that is considered dangerous by the playground supervisor.
- Disrespect of the playground supervisor.
- Throwing hard objects such as a hardball, 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.

ELEMENTARY SCHOOL AND PARISH-BASED ATHLETIC PROGRAMS (6145.2)

Philosophy

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated

adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

General Regulations

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
2. The following sports are regulated by the archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball.

The sport seasons are defined as follows:

- Fall season = Football, Soccer, Volleyball, and Cheerleading. Conference games will not begin before Labor Day.
- Winter season = Basketball, Volleyball, and Cheerleading. Conference games will not begin before Thanksgiving.
- Spring season = Soccer, Baseball, Softball, and Track. Follows the winter season and runs until the end of the school year.

All practices and games (independent, league and tournament) must take place during the defined sport season in accordance with the Archdiocesan Sports Standardized Schedule.

This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.

Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

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

All parents and/or legal guardians are required to sign the Parent/Guardian Sportsmanship Pledge as an

acknowledgment that they pledge to:

- Display Christian behavior at all practices and games
- Represent their parish and/or school to the very best of their ability
- Be positive role models for players, coaches, and spectators
- Provide encouragement and support for players and coaches
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators
- Promote good sportsmanship in their son/daughter
- Take responsibility for their actions

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

Programs

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. This includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income.

Competitive athletic programs are to be limited to grades 5, 6, 7, and 8. A student is eligible only to compete for four (4) years, one (1) year at each of his/her grade level of school. Students must play at their own grade level, unless classes are combined to form one (1) team. Team members must meet the following age requirements as of September 1st: 5th GRADE: Under 12 years; 6th GRADE: Under 13 years; 7th GRADE: Under 14 years; 8th GRADE: Under 15 years

Student Eligibility

A student may be eligible to play on a parish/school based teams if the following criteria are met:

- The student is enrolled in good standing in the school
- The student is enrolled in good standing in the parish religious education program
 - The parent/guardian is a registered member of the sponsoring parish
- The student is in a parish-approved, home-based catechetical program
 - The parent/guardian is a registered member of the sponsoring parish

Eligibility requirements for participation apply equally to students in the parish school, the religious education program, and a parish-approved home-based catechetical program. Eligibility to participate shall be determined at the local level by the appropriate administrators and committee, and include the following criteria:

- Academic performance: should be based on multiple factors, and not a single criterion
- Attendance: school and/or religious education classes
- Conduct: school and/or religious education classes

These criteria apply regardless of whether the student attends the Catholic school or a public school. The written criteria and process for determining eligibility shall be published in the parent/student handbook and other forms of communication.

A student who attends a Catholic School that offers athletics is eligible to play for his/her school team and is not eligible to participate for another parish-based team.

No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.

A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement.

A student/athlete may participate with non-archdiocesan teams in the same sport during the season provided that the student's priority and commitment is with the parish/school team and the student maintains the eligibility requirements established by the school administration and published in local policy. Schools teams playing in archdiocesan leagues are considered archdiocesan teams.

A team's entire competitive season must be completed before any member of that team may begin participation in another sport. This restriction applies to practices as well as games or matches. EXAMPLE: A player participating with the football or soccer team must complete the entire football or soccer season before participating in any practices, games, matches, scrimmages, etc., for another sport ... such as basketball or volleyball.

Physical Examination Requirement

No student may participate in any phase of a parish/school sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

Example: A physical taken on April 1, 2020 is valid for the 2020-2021 and 2021-2022 school years. A physical taken on March 30, 2020 is valid for the remainder of the 2019-2020 school year and the 2020-2021 school year.

Forms Required

All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games:

- Medical Information & Emergency Consent: [Form 6145.2 \(a\)](#)
- Parent's Risk Acknowledgement and Consent: [Form 6145.2 \(b\)](#)
- Student Physical Examination: [Form 6145.2 \(c\)](#)
- Student Athlete and Parent/Guardian Sportsmanship Pledges, [Form 6145.2 \(k\)](#), [Form 6145.2 \(l\)](#)
- Concussion Acknowledgement: [Form 6145.2 \(i\)](#)

Concussion Awareness:

Annually, student athletes and their parents shall be presented with a discussion about concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All student athletes shall be required to participate in concussion education prior to their participation in any sport.

- All athletes and their parents will sign a statement in which the student-athlete accepts the responsibility for reporting personal injuries and illnesses to the coaching/athletic training staff, parents, or other health care personnel, including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned educational handout.
- ***When an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition.*** The athlete's parents shall be immediately notified of the situation. The athlete may not participate again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

HOMEWORK (6154)

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Teachers will establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth.

Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not graded, but used to inform instruction and assessment

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.:

- The amount of homework assigned to students should be different from elementary to middle school to high school:

<u>Level</u>	<u>Maximum Time</u>
K (optional)	10 minutes
Primary	30 minutes
Upper Elementary	60 minutes
Middle School	90 minutes
Secondary	150 minutes

- Students should not be required to exceed the maximum amount of time for their developmental level.
- Parent involvement in homework should be kept at a minimum.

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.

ACCEPTABLE USE OF TECHNOLOGY (6161.2)

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

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

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

Rules for Acceptable Use of Computers and Telecommunications

Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.

Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without

authorization

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

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

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

Personal Electronic Devices

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

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes but is not limited to the following:

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

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

Student users understand:

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

Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment

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

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

Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.

Students should not initiate a request to staff to join a social network being used for personal purposes.

- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

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

PLAGIARISM

"Plagiarism is defined as 'stealing and passing off as one's own, the ideas, images or writings of another'" (Webster's Dictionary, 1961). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project 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 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. Students who wish to paraphrase a passage must provide acknowledgment as an in-text citation according to the APA style. Instruction in APA will be given by the 7th and 8th Grade teachers.

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 or damaged.

SUICIDE PREVENTION AND INTERVENTION (6164.12)

Mandatory Reporting Responsibilities:

When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

ACCREDITATION OF CATHOLIC SCHOOLS (6181)

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation ([WRISA](#)).

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

St. Gabriel School will complete a self-study during the 2023-2024 school year, with an accreditation team visit during the 2024-2025 school year.

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.

ST. GABRIEL STUDENT CODE OF CHRISTIAN CONDUCT

<p>Responsibility</p> <p><i>Think of what you are in charge of</i></p> <ul style="list-style-type: none"> • Think before you act; use self-control • Be on time and at school ready to learn • Complete your work on time • Keep promises and commitments • Always try your best 	<p>Respect</p> <p><i>Think of The Golden Rule</i></p> <ul style="list-style-type: none"> • Treat your mind and body as a gift from God • Use your manners • Consider others' feelings • Resolve conflict and problems peacefully • Treat others the way you want to be treated • Honor and celebrate differences
<p>Perseverance</p> <p><i>Think of how the turtle won the race; you can do it!</i></p> <ul style="list-style-type: none"> • Encourage each other to work hard and to do your best • Set goals and strive to achieve them • Challenge each other to top performance • Compliment each other on successes 	<p>Honesty</p> <p><i>Think of building trust in each other</i></p> <ul style="list-style-type: none"> • Tell the truth - even if it isn't easy • Do what you say you will do • Return items in a timely fashion • Play by the rules • Honor confidentiality • Admit your mistakes
<p>Friendship</p> <p><i>Think of acting with your heart</i></p> <ul style="list-style-type: none"> • Be kind in words and actions • Help people indeed • Take turns and share • Talk things out and forgive others • Be open minded - listen to others' point of view 	<p>Citizenship</p> <p><i>Think of a box of crayons; all different yet work together quite nicely!</i></p> <ul style="list-style-type: none"> • Take care of your classroom and school • Cooperate with all others • Be a good sport participant in school activities • Obey rules and expectations • Respect students, families, and staff

I understand my education is very important to my future. It will help me develop skills I need to become a faithful follower of God, as well as a successful and productive citizen. I know my education now is preparing me to be a life-long learner.

➤ We acknowledge receipt of the Family Handbook and understand the policies included.

Student signature _____

Grade ____

Student signature _____

Grade ____

Student signature _____

Grade ____

Student signature _____

Grade ____

PRINT Parent name _____

Parent signature _____

Date _____



Form
1112

General Consent Form for Child Photo, Video and Audio Use

I, **(Parent/Legal Guardian Name):** _____ ,

hereby consent that any still or electronic image and/or audio recording, in which I or my child may appear, may be used by

Name of Parish/School: _____

parish/school and/or by the Archdiocese of Milwaukee. I understand that these materials are being used for promotion of

Name of Parish/School and/or Promotional Event/Function: _____

parish/school and/or the Archdiocese of Milwaukee. The images and/or recordings may be used to support recruitment, fundraising, evangelization and other communication efforts.

I release the staff and volunteers and I understand and agree that the use of my picture is not an invasion of privacy. Neither I, nor anyone claiming to be speaking on my behalf, will later object to the Archdiocese's use of this/these photographs.

NAME OF PARENT/ LEGAL GUARDIAN:

DATE SIGNED:

NAME OF CHILD:

HOME PHONE:

CELL PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

SIGNATURE OF PARENT/ LEGAL GUARDIAN:

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

NOTES:

Saint Gabriel Catholic Parish School

Student Device Acceptable Use Policy

Device Agreement Terms and Conditions

Ownership

The Device remains at all times the property of St. Gabriel Catholic Parish School (SGCPS). Student's possession and use of the Device does not in any way change ownership of the Device. The Device is provided solely for the use of the student and solely for school purposes. The Device may not be loaned to anyone else. The student's password and usernames are not to be shared with anyone. Only the Device provided by St. Gabriel Catholic Parish School will be allowed for use on school property.

Loss or Damage

Should the Device be returned to SGCPS inoperable and/or damaged beyond normal use, the parent/guardian is responsible for the replacement cost. If the Device, or any of its components is lost or stolen, replacement expenses will be the parent/guardian's responsibility. Replacement cost of the Device is ~ **\$280.00** (Neither the insurance nor the extended warranty cover loss or theft). Replacement cost of a lost or damaged AC charging cord is ~ **\$50.00**. In the event that the accumulated cost to repair or replace the Device exceeds the purchase price of the Device, the parent/guardian may be responsible for future repairs.

Terms of Agreement

It is understood that the Device will be returned to SGCPS no later than the last day of the school year unless this agreement is terminated earlier by SGCPS or upon the student's withdrawal from St. Gabriel Catholic Parish School. Failure to turn in the assigned Device will result in the parent/guardian being charged the full replacement cost. SGCPS will also file a report of stolen property with the authorities. Should SGCPS have to initiate any such proceedings, the parent/guardian will be responsible for the fees incurred by SGCPS in obtaining the return of its property.

Acceptable Use

Failure to comply with St. Gabriel Catholic Parish School's Policies will result in the immediate repossession of the Device by St. Gabriel Catholic Parish School. The student's use is also subject to copyright laws. No software may be loaded on the Device by the student.

Compliance

Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by SGCPS and the immediate repossession of the Device by St. Gabriel Catholic Parish School.

General Device Policies and Procedures

Commitment

SGCPS is making a commitment to you by providing a Device. SGCPS needs you to make a commitment to care for the Device and use it in accordance with SGCPS Technology Policies.

Inappropriate Content

Inappropriate content will not be allowed on Devices (ie: weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures, etc.) Any websites requested on the Device which contain obscene, pornographic, or otherwise offensive materials will immediately be reported to the Technology Committee through the Lightspeed filter and will result in disciplinary action.

Privacy and Safety

- Do not open, use, change or delete Device files that were installed by SGCPS.
- Do not reveal your full name, phone number, home address, social security number, or passwords.
- Files, usernames and passwords are not guaranteed to be private or confidential from the school administration.
- Observe copyright laws, trademarks and license agreements.
- Plagiarism is stealing and in violation of SGCPS policy.
- Hacking is illegal and prohibited. Violators will be prosecuted through the authorities
- The student who is assigned the Device is responsible for the use of that Device. **Do Not Share.**

- You may connect to the Internet at home, or any “Hot Spot,” using a Wireless connection. Students requiring a wired Ethernet connection should contact the Technology Committee.
- Student Devices will be labeled by SGCPs. Serial Numbers, User Accounts and IP addresses will be used for identification.

Student Responsibilities

- Bring the Device in its case to school every school day. Keep the Device in the designated area when not in use.
- **Arrive at school each day with a fully charged battery.**
- Nothing should be placed on top of the Device.
- Do not store the Device in a vehicle as extreme temperatures can damage them. It also increases the danger of theft.
- Students should never carry the Device while the screen is open.
- Devices must remain free of any skins/cases, writing, drawing, stickers or labels that are not the property of SGCPs.
- Only the student assigned use of the Device may use the Device.
- Do not eat or drink while using the Device.
- Adhere to the SGCPs Acceptable Use Policy at all times.

Device Screen Care

- The Device screen can be damaged if subjected to rough treatment.
 - Do not lean on the top of the Device or place objects on top of it when it is closed.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the Device.
 - The Device screen should only be cleaned with a **soft dry microfiber cloth**. The screen must **never** be cleaned with glass cleaner or any other liquid.

Using your Device at School

Devices are intended for use at school each day. Students are responsible for bringing the Device to all classes, unless specifically advised not to do so by their teacher.

Charging your Device’s Battery

- Devices must be brought to school each day in a fully charged condition. Students need to charge the Device each evening and should leave the charging cord at home. Repeat violations of this policy may result in loss of Device privileges.

Screensavers and backgrounds

- Only the SGCPs installed background and SGCPs screensaver may be used on the Devices.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the teacher's discretion.

Device Software

Originally installed Software

- The software originally installed by SGCPs must remain on the Device in usable condition and be easily accessible at all times.
- Do not change or delete Device files that were installed by SGCPs.
- It is the responsibility of the Technology Committee to install additional software and files. Students are **NOT ALLOWED** to install anything on the school Device.

Virus Protection

- The Device has anti-virus protection software installed and the software will automatically update from the Internet.

Internet Safety

Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security. The parent/guardian is ultimately responsible for the safe use of the Device at home.

St. Gabriel Catholic Parish School Rights and Responsibilities

SGCPS recognizes its obligation to protect the well-being of students in its charge. To this end, SGCPS retains the following rights:

- To log electronic resource use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will have access to St. Gabriel Catholic Parish School-owned equipment.
- To exclude those who do not abide by the St. Gabriel Catholic Parish School's Student Acceptable Use Policy and Student Internet Safety, or other policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes "objectionable" material is a local decision determined by St. Gabriel Catholic Parish School's educational goals and Lightspeed.

Disclaimer

SGCPS cannot be held accountable for the information that is retrieved via electronic resources.

- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications.
- Network administrators have access to all communication and will monitor messages.
- Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- SGCPS reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network and/or email use.
- All such information files shall be and remain the property of SGCPS, and **no student or staff user shall have any expectation of privacy** regarding such materials. SGCPS reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Wisconsin.
- While SGCPS plans for disaster recovery, not all data is backed up. The responsibility is upon the user to use best practices for maintaining this data. Recovery is not guaranteed for accidental loss of deleted files.
- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in and of themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- From time to time, the SGCPS will make determinations on whether specific uses of electronic resources are consistent with SGCPS policies.
- SGCPS will not be responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence, user errors or omissions. Use of any information obtained is at the user's own risk.
- SGCPS makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.
- The SGCPS reserves the right to change its policies and rules at any time without notification.

Saint Gabriel Parish School

Student Device Acceptable Use Policy

Signature Page

- I acknowledge that I have read the St. Gabriel Catholic Parish School Acceptable Use Policy above and I agree to abide by the conditions set forth.

Print Student Name ONE name per line	Student Signature	Student Grade	Device Number

- I hereby consent to the student having access to, and use of, the telecommunications resources at St. Gabriel Catholic Parish School. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and St. Gabriel Catholic Parish School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

Parent/Guardian Name: _____
Please print

Parent/Guardian Signature: _____ Date: _____

(Office Use Only)

In order to have the privilege to use the Device this completed page must be returned to school no later than **Friday, September 9, 2022.**

___ Signed Form

___ Case/Charger Distributed

___ Mouse