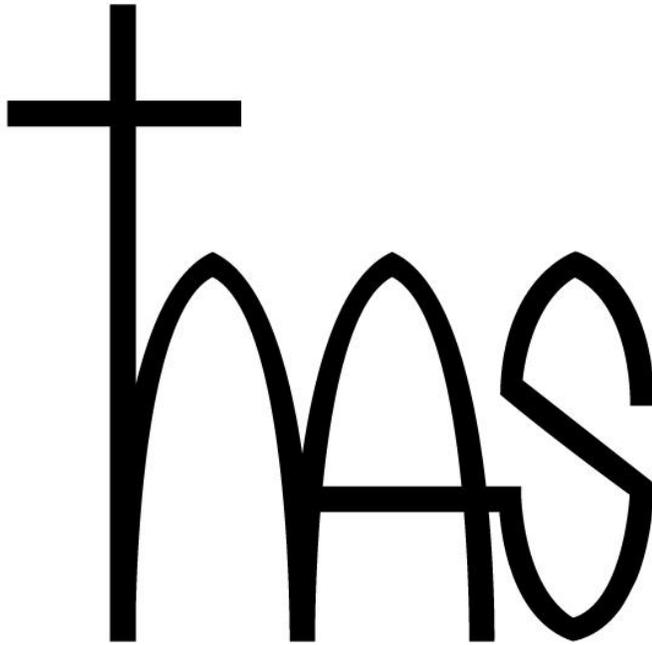


# Holy Angels School

West Bend, Wisconsin



**“We are ALL a Piece of God’s Plan”**

*For as with the human body which is a unity, although it has many parts -- all the parts of the body, though many, still making up one single body -- so it is with Christ. 1 Cor 12:12*

**Family Handbook**  
**2021-2022**

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The information contained in this Family Handbook is identified according to numbers which coincide with Archdiocesan Policies. Policies and procedures are arranged in numerical order throughout the handbook. Refer to the above index for assistance in finding topics.

Note: In the case of a discrepancy between the printed Family Handbook and that which is posted online, or an update to the Archdiocesan Policies, the printed Family Handbook shall be the primary agreement.

## **0000 - GOALS & OBJECTIVES**

### Mission Statement (0100):

As part of the parish community and relying on the grace of God, Holy Angels School shares in the ministry of teaching the Catholic faith which is practiced daily by forming community, proclaiming the Gospel, serving others, and praising God. With the support of parents and guided by the Holy Spirit, the faculty and staff are dedicated to helping students to grow and mature in faith, knowledge and values by providing a quality curriculum with high academic and behavioral standards.

### Mission Statement for Students (0101):

We belong to a Catholic community which gathers together  
to proclaim the Gospel,  
serve others, and  
praise God.

With the help of parents, teachers and others,  
We are here to grow in faith, knowledge,  
values and respect.

### School Philosophy & Goals (0200):

Holy Angels School recognizes the elements of faith already present in the home and the role of parents as “the first and foremost catechists of their children” (NCD 212). The faculty and staff of Holy Angels School are dedicated to the spiritual, intellectual, psychological, moral, physical, aesthetic and social growth and development of the students who are enrolled. The school strives to meet the developmental needs of each student through a variety of instructional experiences and the daily modeling of Christian values. Because each person is highly treasured in the eyes of God - Father, Son and Spirit - all students, parents, faculty and staff participate in a faith community based on love and respect.

Based on this philosophy, the primary goals of Holy Angels School are to:

- Develop caring, empathetic, respectful young people with a sense of moral and social responsibility;
- Provide a well-rounded education which includes academics, spiritual formation, and social life-coping skills; and
- Maintain an academic program with high standards which provides a foundation for future life-long education.

### Religious Education (0300):

The educational mission of the Catholic Church is an integrated ministry embracing three interlocking dimensions which the Church proclaims:

- the message revealed by God
- fellowship in the life of the Holy Spirit
- service to the Christian community and the entire human community

The goal of the parochial school is to function as part of the larger faith community of Holy Angels Parish. Therefore the Catholic formation program

offered at the school seeks to emphasize and implement the four aspects of Ministry: Message, Community, Service and Prayer and Worship.

Community - Strengthening community means, among other things, reinforcing both inter-personal relationships as well as inter-family, inter-community and at times international relations.

Message - Our religious education program is based on the Good News and dogma and tradition of the Catholic Church. Sometimes this is taught by the teacher through various learning activities. Various other media are used to enhance the textbooks. Each Monday, the scriptural message of the week and liturgy is reflected upon and direction for the week is shaped.

Service - Students are encouraged to seek opportunities to be of service to each other, the school, the parish and the family. In this way they demonstrate Christian living. Christ gives His people different gifts not only for themselves but for others. Each must serve the other for the good of all.

Prayer and Worship - Prayer and worship not only strengthen the community as a whole, but also individuals who make up the community. Catechesis helps people pray through reflection, through work and through action.

#### Parental Agreement (0400):

"I understand that Holy Angels is a Catholic school, established and subsidized by members of Holy Angels Parish for the purpose of assisting Catholic parents in fulfilling their primary responsibility as 'the first and foremost catechists of their children' (NCD 212). As parent, I ask that [my child/ren] be enrolled at Holy Angels School for the [current] school year. I agree to live my faith to the best of my ability, to participate at Mass regularly and provide the necessary opportunities for my child who is enrolled at Holy Angels School to do the same. I further agree to support the guidelines found in the current Family Handbook, to ensure that my child will complete all assignments, to give the teacher whatever support is necessary, to participate in all parent conferences as requested, and to accept responsibility for payment of tuition and fees on a timely basis."

### **1000 - COMMUNITY RELATIONS**

#### Weekly Newsletter (1111):

A weekly newsletter will be delivered to families enrolled in Holy Angels School. The Family Newsletter will be sent to parents via email addresses provided by each. Parents who do not have access to the Internet may request a printed copy of the newsletter. As the need arises, special bulletins will also be issued. For many communications, a "contact person" from the family will be responsible for getting this information from school into the hands of the parents at home. Each family will designate who that contact person will be at the beginning of the school year.

#### School Directory (1111.11):

The school directory contains information such as the names, addresses, and phone numbers of parents and students. It is intended for the private use of school families. Its purpose is to facilitate communication within the school community. If there is a change in address or phone number, please contact the school office immediately. At the start of the school year, parents may request that information regarding family members be excluded from the directory.

#### External and Internal Communications (1112):

The principal is the primary source of information regarding the school. All school-related communications must be approved by the school administrator. The school may use videotapes, photographs, slides, audiotapes, or any other visual or audio reproductions in which students may appear for the purpose of promotional activities such as, but not limited to, student recognition, recruitment, fund-raising, and advocacy. All official pictures and recordings taken at school events and activities are the property of the school. At the start of the school year, parents may request that information regarding family members be excluded from media releases.

The school is not responsible for pictures or recordings which are taken by private individuals at school events and activities and/or transmitted by anyone not officially associated with the school.

#### Communications Through Students (1140):

All communications to school families and/or individuals conducted during school hours must be approved by the administration. In particular, students may not distribute invitations or other information without administrative approval (invitations should be mailed when they exclude students).

#### Visiting School (1250):

Visitors to school MUST register at the school office. Ordinarily classes will not be open to the public. Arrangements can be made for parents to visit the class when it seems appropriate for the good of the child. To minimize classroom disruptions, messages and deliveries (lunch, books, etc.) should be left in the school office for forwarding and not taken to the classroom.

#### Grievance Procedure For Parents (1312):

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in the Catholic school and an employee of the school/parish. Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

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

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 Committee/Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

#### Memberships (1500):

Holy Angels School is a member of the National Catholic Education Association and the Wisconsin Council of Religious and Independent Schools. It is fully accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Accreditation. In 2018 and again in 2004 and 1996, Holy Angels School was awarded Exemplary Recognition by the Archdiocese of Milwaukee.

Individual staff members belong to organizations such as: Association for Supervision and Curriculum Development, National Council of Teachers of Mathematics, Wisconsin Mathematics Council, National Council of Teachers of English, Wisconsin State Reading Association, and others.

#### **2000 - ADMINISTRATION**

##### Holy Angels School Committee (2103):

The Holy Angels School Committee abides by the constitution and by-laws of the Parish Council in carrying out the educational mission of the Church and the policies of the Archdiocesan Office for Schools in the day school of the Parish. It is accountable to and receives directives from the Parish Council and Pastor. The primary purpose of the Holy Angels School Committee is to

act as a consultative and policy making Committee of the day school in creating a Christian environment for secular instruction and instruction in the Catholic Faith. The Committee assists in developing programs that are consistent with the Mission Statement of the Parish. It also establishes local policies and promotes the implementation of the Archdiocesan policies and directives which are particular to the day school. The School Committee coordinates activities between the home and school in order to ensure a quality educational program. Committee members are elected each spring. Minutes of Committee meetings are posted on the school website. Copies of minutes are also available by contacting the school office.

#### Athletic Committee (2410.1):

The Athletic Committee acts in an advisory capacity in the formation of policies and procedures for the Athletic Program. These include obtaining necessary funds to operate the program and approving a budget for its operations, recruiting and evaluating coaches and establishing player guidelines. Members are appointed by the principal.

The principal has the ultimate responsibility for all extra-curricular activities, however, the immediate supervision of the program may be delegated to competent adults who support the school's goals of athletic competition.

#### Development Committee (2410.2)

The Development Committee assists and supports the School Committee in several areas of school development: strategic planning; alumni relations; recruitment; special events and fund raising; annual fund and planned giving; grant writing; and the Holy Angels Parent Activities Club (PAC).

Membership on Action Groups (Development Committee subcommittees) is generally open to all interested parents or other members of the community.

#### Policy Changes (2415):

Changes in policy are considered by the Day School Committee in the Spring of each year. Parents are notified of the process via the Family Newsletter. Generally, policy changes are considered by the Day School Committee following written communication from an interested individual, followed by ample opportunity for discernment. Recommended changes in policy are presented to the Parish Council for approval.

#### Policy Questions/Concerns (2416):

Parents may raise questions or express concerns regarding policies and procedures by contacting any School Committee member or by submitting a request or concern in writing to the chairperson at least three (3) days in advance of the next meeting. School Committee meetings are generally open to those interested in the proceeding. Those attending are observers, however the chairperson may allow those in attendance to address the committee or be placed on the agenda.

### **3000 - BUSINESS & NON-INSTRUCTIONAL OPERATIONS**

#### Tuition (3240):

A tuition fee made payable to Holy Angels Parish is used for teacher salaries and/or maintenance of the school building. The 2020-2021 tuition fees for Holy Angels Parish members (which include subsidies from the School Trust Fund and other sources) are as follows:

1 child (gr K5-8)	\$3050.00
2 children (gr K5-8)	\$5700.00
3+ children (gr K5-8)	\$7575.00
K4 Program: 5-Day (half)	\$3050.00
5-Day (full)	\$4250.00
K3 Program: 3-Day (half)	\$2250.00
3-Day (full)	\$3450.00
5 Day (half)	\$3050.00
5 Day (full)	\$4250.00

Please note: Tuition fees for non-Holy Angels Parish families are slightly higher and reflect support from family parishes.

Parents may choose among several payment plans. For more details, consult the "Financial Agreement Form". Refunds for book fees will not be awarded after August 15. A minimum church stewardship contribution of 2.2% of annual gross income is expected of envelope holders in the parish.

Additional tuition assistance is available to families through the Holy Angels School Trust Fund, Family Assistance Fund, and other sources. Contact the school office for information.

#### Non-payment of Fees (3240.1):

Re-enrollment forms for students will be accepted only if all previous tuition and book bills have been paid unless the parent has spoken with the pastor regarding their financial situation. A 10% surcharge may be added to all unpaid tuition and fees after the May 15th due date.

#### Out of Parish Enrollment (3241.1):

Out-of-parish families will be accepted at Holy Angels in accordance with the following:

- Priority will be granted to current students and parish families.
- Tuition costs for out-of-parish families will be based on the Full Cost Scale and will reflect discounts for more than one child, plus the appropriate Instructional Fee.

#### Non-Catholic Enrollment (3241.2):

Non-Catholic students will be accepted at Holy Angels School. The same guidelines for "Out-of -Parish Enrollment" will hold.

#### Other Fees (3245):

The Instructional Fee for books and instructional supplies for grades K5-8 is \$275.00 per child. The Instructional Fee for Three-Year-Old students is \$40 and Four-Year-Old Kindergarten students is \$150.00 per child. This Instructional Fee is due with the Re-Enrollment Form. Checks can be made payable to Holy Angels School. Instructional Fees are non-refundable after August 15th.

- Students in grades 1-8 are expected to provide supplies such as their own paper, pencils, crayons, glue, scissors and notebooks. (See supply list.)
- Children who damage or lose textbooks that are rented will be asked to pay the full price of the book if it cannot be used any more. A lesser fee will be charged for lesser permanent damage. Textbooks must have book covers to protect them, as directed by the classroom teacher.

All re-enrolling school families are expected to participate in the Calendar of Cash fund raiser by either purchasing or selling seventeen raffle tickets before the start of the school year.

An athletic user fee is charged for interscholastic sports: \$40/fall volleyball, \$30/basketball.

Families of players involved in the Athletic program are also expected to assist with the volleyball tournament/fund raiser (fall participants) and basketball tournament/fund raiser (winter participants). If unable to assist, a donation of \$25.00/family is encouraged for each tournament, depending on participation season.

Families are expected to assist in providing lunch playground supervision. See #4129.2 for options, including 8 dates of service or payment of \$100 to help cover the cost of paid supervision.

#### Property Damage (3250):

Parents of students may be held responsible for the cost of replacing any materials or property which are lost or damaged through their children's negligence.

#### Telephone Calls (3515.1):

For emergency calls, students must obtain permission from the homeroom teacher to use the phone. Emergency calls during the school day will be handled by the school secretary. No student may make arrangements via phone to be dismissed from school without the knowledge of the school principal. See #5142.2 regarding cell phone use.

#### Bus Transportation (3541):

Transportation is provided through Jt. District #1 and contracted with Riteway Bus Company. Contact the bus company when in doubt concerning transportation routes. The Holy Angels "attendance area" is bordered approximately by Beaver Dam Road/Newark Drive (north), Hickory Road (east), Highway 1 (south), and Big Cedar Lake/Alpine Road/Wildlife Road (west).

Children riding buses are to comply with the bus company's regulations and are to respect and obey the driver at all times. Incidents of misbehavior are filed directly with the bus company through the driver. After three offenses, the children are required to find another means of transportation.

Non-bus students who wish to take the bus home with a friend must have a note from a parent which is signed by the principal. This note is to be given to the driver when boarding the bus.

Bikes/Skates/Skateboards (3541.4):

Bicycles shall be parked in the racks provided. Skateboards and skates must be kept in the classroom during the day. Bikes and skateboards are to be walked to the street at dismissal and may never be ridden on school grounds during the school day. It is mandatory that students bring a lock for the bike to prevent theft. The school is not responsible for bikes, skateboards and skates which are brought to school.

Lunch (3542.3):

Holy Angels provides a Hot Lunch Program which is produced on site. This program does not participate in the Federal Lunch Program. Daily cost for the 2020-2021 school year will be \$3.25 per meal. Students (grades K5-8) wishing to take hot lunch may pay each day or they may purchase a lunch ticket which is punched each time the student takes hot lunch. A five-day ticket costs \$16.25 and a ten-day ticket cost \$32.50.

In case of an emergency (when a student runs out of punches and does not have lunch money), an "IOU" ticket will be provided and repayment is expected on the following day. Students are limited to four emergency tickets during the school year.

Parent-sponsored classroom lunches (eg. student birthday party, team lunch) are not allowed. Celebrations for student birthdays, athletic teams, and the like should be held outside of school hours. Student birthday treats (if provided) should be kept simple and should not require refrigeration.

Milk (3542.31):

There will be **no** milk fee for the 2021-2022 school year.

Holy Angels School participates in the Federal Milk Program. Orders and payments are made at the beginning of the year. Refunds for milk due to absence are not made. Holy Angels School assures the State Department of Public Instruction that milk served under the Special Milk Program will be the same for and served in the same manner to all children wishing to participate in the program and that the milk shall be provided without physical segregation of or discrimination against any child because of race, sex, color, national origin, age or handicap. White and chocolate milk is served and parents may request that their child not receive chocolate milk.

Gum Chewing/Eating in Class (3545):

Gum chewing is NOT allowed on the school premises. This includes the playground. Students may not eat food/candy or drink packaged beverages in class, hallways or on school grounds unless directed by a teacher.

## 4000 - PERSONNEL

### Personnel List (4100):

Pastor	Fr. Howard Haase
Principal	Miss Anne Weise
Secretary/School	Mrs. Stephanie Rychtik
K3	Mrs. Cathy Wayne
K4	Mrs. Sheila Rose
K5	Mrs. Renee Altendorf
Grade 1 - 207	Mrs. Kate Walter
Grade 2 - 217	Mrs. Sheila Tranel
Grade 3 - 209	Mrs. Rhonda Faehling
Grade 4 - 213	Mrs. Kristin Walker
Grade 5 - 211	Mr. Sam Engelbrecht
Grade 6 - 202	Mrs. Maureen Alhalt
Grade 7 - 201	Mrs. Brittni Shanders
Grade 8 - 230	Mr. Seth Breunig/ Mrs. Becca Harrison
STEM	Mrs. Barb Gunnare
Algebra	Mr. Seth Breunig
Music	Mrs. Amelia Scheit
Physical Education	Mr. Mitch Draxler
Art	Mrs. Ann Marie Craig
German	Mrs. Bonnie Zahnow
Spanish	Mrs. Heidi Duerst
Chinese	Mr. Hai Yu
Library Media Center	Mrs. Hannah Muehlbauer
Technology Coordinator	Mrs. Phylis Gibbon
Resource Learning Center	Mrs. Chris Skogg
K5 Aide	Mrs. Jean Ristow
K4 Aide	Mrs. Carol Siercks
K3 Aide	Mrs. Sharon Kiekhofer/Sandra Schwedler
Gr 1 Aide	Mrs. Deann Etzel
Gr 2 Aide	Mrs. Sara Worth
Hot Lunch Coordinator	Mrs. Kathy Staehler

All teachers are certified or are certifiable by the Wisconsin Department of Education. In addition, teachers meet the Religious Education Certification requirements of the Archdiocese of Milwaukee.

### Volunteers (4129.1):

A school volunteer is an adult who is willing to give time and talent to serve others in the education process. Volunteers playing an important role in the education process because they:

- improve instruction by permitting more individual help to students under the direction of the teacher;
- increase school/community relations by bringing more adults from the community to the children, to show relevance of their education;
- enrich curriculum by adding the experience of the volunteers' special interests, hobbies and avocations to the knowledge of the classroom teachers;
- help close the generation gap by providing more opportunities for the children and adults to exchange ideas...a "two-way" important fringe benefit.

Parents are encouraged to volunteer their time and talent in various ways. Volunteers are to work under the supervision and direction of a certified staff person. All volunteers must complete a Volunteer Enrollment Form before placement.

For the safety of all students you will work with, please refrain from taking pictures of the activity. Please do not share your photos (if they include children other than your own) on personal social media pages. This is a violation of Archdiocese policy.

Volunteers who have regular contact with children, such as coaches, activity coordinators or field trip chaperones, will: submit to a Criminal Background Check carried out by the parish coordinator; read the Code of Ethical Standards and the Mandatory Reporting Responsibilities and submit a signed verification statement; and attend a Safe Environment Education (Safeguarding All of God's Family / VIRTUS) session before the start of service.

There may be times/circumstances where volunteers are not permitted in classrooms or on campus (for instance illness outbreaks). Please check with administration during these times before coming to school to volunteer.

#### Playground Supervisors (4129.2):

Three adults are needed to provide supervision during the noon hour lunch time and recess. We ask parents (grades K5 through eight) to support the noon hour supervision program in one of two ways:

1. Come in for scheduled supervision on a rotating basis as a parent volunteer (8 times a year per family).

-or-

2. A \$100 donation fee will be added to your tuition if you are unable to fulfill the 8 dates of supervision.

3. Use of cell phones while on duty is prohibited to ensure uninterrupted supervision of the students.

4. Photos of student activities on the playground may be shared with Mrs. Gibbon for possible placement on the HAS FaceBook page or for use in other school communication. **No photos taken can be used for personal media postings per Archdiocese policy.**

#### Gifts for Teachers/Volunteers (4147.2):

All solicitations (whether verbal or written) of parents or students for contributions of money or goods must be preapproved in writing by the principal. This includes contributions toward gifts for teachers, coaches or other volunteers involved in school-sponsored activities. Parents are advised that they should not respond to any solicitation which does not carry the written approval of the principal.

## **5000 - STUDENTS**

### Non-discrimination Notice (5110):

Holy Angels School respects the dignity of the child and his/her right to an education. Neither race, nor nationality nor ethnic origin is to prevent a child from being accepted in this school or participating in any of its programs.

### Probation / Academic (5110.1):

All students entering or transferring to Holy Angels School will be placed on probation for one semester. During this probationary period, Holy Angels School may terminate the enrollment of a student whose developmental needs are not being met as determined by the school or whose enrollment causes disruption of the educational process. The decision of the principal is final.

### Re-enrollment: 1-8 (5110.5)

Students currently enrolled in grades K5 through seven shall have the first priority regarding enrollment for the subsequent school year, provided the re-enrollment forms are submitted on or before May 1st. A re-enrollment is considered to be completed upon receipt of all requested forms and the payment of all tuition and fees (see Handbook #3240.1). Between May 1st and June 1st, class vacancies may be filled by new or current students based on the following enrollment / waiting list factors: Priority shall be given to active Holy Angels Parish members based on: date of parish membership, involvement of the life of the parish (active in parish ministries, participation in the sacramental life of the Church, appropriate financial support of the parish), and involvement in the life of the school (active as a volunteer in school activities).

A family registration non-refundable deposit of \$100 is due with re-registration forms by April 15<sup>th</sup> and is applied to the following year's Instructional Fee. However, if the registration forms and deposit is received after April 15<sup>th</sup>, this amount will automatically become a re-registration fee and will not be applied to the following year's Instructional Fee.

### Kindergarten - K3 (5111.1):

Holy Angels School offers a three day & five day K3 program as a pre-school opportunity. Both offer a half-day or full-day option. Requirements for children entering the three-year-old kindergarten are as follows:

- Age three (3) before September 1st
- An original birth certificate for recording information
- Record of immunization
- \$25.00 non-refundable registration fee
- Non-refundable first month's tuition and instructional fee
- Child must be toilet trained

Class size is usually limited to 16 students per session, with a classroom aide. A waiting list will be established when the class limit has been reached. The school reserves the option to increase the class size in order to accept all students on the waiting list as of August 1st. Registrations are accepted on a first-registered-first assigned basis.

#### Kindergarten - K4 (5111.2):

Holy Angels School offers a K4 program as a pre-school opportunity. The program is five days. There is a choice of either a half-day or full-day program. Requirements for children entering the four-year-old kindergarten are as follows:

- Age four (4) before September 1st
- An original birth certificate for recording information
- Record of immunization
- \$25.00 non-refundable registration fee
- Non-refundable first month's tuition and instructional fee

Class size is usually limited to 18 students per session, with a classroom aide. A waiting list will be established when the class limit has been reached. The school reserves the option to increase the class size in order to accept all students on the waiting list as of August 1st. Students are assigned to sessions on a first-registered-first assigned basis. However, families with children attending Holy Angels may register beginning with the first registration period, parish families may register beginning the second period and non-parishioners may register beginning with the third registration period.

#### Kindergarten - K5 (5111.3):

The five-year-old kindergarten program is the beginning of the K-8 program at Holy Angels School.

Requirements for children entering kindergarten are as follows:

- Age five (5) before September 1st
- Record of immunization
- An original birth certificate for recording information; baptismal certificate
- Appropriate health information
- Screening for Readiness
- \$25.00 non-refundable registration fee

Class size is ordinarily limited to 25 students per session. An informational meeting, including registration information, will be offered to parents in conjunction with Catholic Schools Week each year. Completed registrations received on or before February 15th will be used to determine the number of K5 sessions offered.

The first priority with regard to enrollment will be given to members of Holy Angels Parish currently either enrolled in the K4 program or with siblings presently enrolled in the school and who have registered on or before February 15th. Within the first priority and extending to those who are not included, a secondary enrollment and/or waiting list priority shall include the following criteria: date of parish membership, involvement in the life of the parish (active in parish ministries, participation in the sacramental life of the Church, appropriate financial support of the parish), and involvement in the life of the school (active as a volunteer in school activities). Registrations received after February 15th will be prioritized on a first-come basis.

#### Early Admission (5111.31):

Prospective students who will not be five years of age on or before September 1st will be considered for enrollment in the K5 program on an individual basis. Parents must request early enrollment in writing at the time of application for enrollment. Following individual screening and classroom observation, the school will make written recommendation and determination regarding an early admission to the K5 program.

#### New Students: 1-8 (5111.4):

New students may be accepted at Holy Angels if the enrollment does not exceed the established class size limit (see Handbook #6151). In the event that the class size limit has been reached, a prospective student will be placed on a waiting list after a completed registration has been received. Between the May 1st re-enrollment deadline and June 1st, new students may be accepted for any vacancies in the order of family parish membership. After June 1st, vacancies may be filled on a first-come basis.

Requirements for children transferring to Holy Angels are as follows:

- Completion of registration forms
- \$25.00 non-refundable registration fee
- Interview with the principal
- A copy of student records from present school

#### Special Education Students (5111.5):

Holy Angels School is not equipped to give adequate help to students requiring services for exceptional educational needs (eg. IEP for special services). It is recommended that enrollment for these students be made in a school where programs have been established to meet these students' needs. Parents may request continued enrollment at Holy Angels by signing a waiver, however, the school is not obligated to continue enrollment of students requiring special services.

#### Absences (5113):

If a student will be absent from school, parents are requested to call the school office by 8:30 a.m. Parents can: 1) call the school office at 338-1148 and leave a message; or 2) send an e-mail to <has@hawb.org>. If a call from a parent is not received by 8:30am, the school will attempt to contact the parent using the emergency number provided.

The dates and the reason for the absence must be documented. Absences and excuses are recorded in the student's cumulative record.

A student who is in attendance for at least half of his/her morning classes is considered to be in attendance for the morning; likewise, a student who is in attendance for at least half of his/her afternoon classes is considered to be in attendance for the afternoon. Students who are sent home with an illness should not return to school later in the day.

#### Appointments (5113.1):

A written notice of an appointment must be sent with the student to his/her homeroom teacher. This note will be signed first by the homeroom teacher and then by the principal. The principal will return this notice to the homeroom teacher. The student will need this signed note when he/she comes to the school office to be signed out by an adult.

Under no circumstance will a child be released from school to anyone other than the parents, guardians or such as are sent by the parents and are properly identified. Students will wait for their ride in the school office. Parents must sign a release form for the child when they come to pick up the child at the school office.

#### Tardiness (5113.2):

A written or telephone excuse for tardiness is required. Students who are late because of bus problems are not considered tardy. A child is tardy if he/she is not seated in the classroom at 7:45 a.m. Students who are tardy must report to the school office before reporting to the classroom.

#### Truancy (5113.4):

Section 118.16 of the Wisconsin Statutes states, "Truancy means any absence 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". In cases of apparent truancy, contact is first made with parents or the guardian. If further measures seem necessary, the truancy officer or social worker assigned to the school is notified.

#### Leaves of Absence (5113.5):

It is hoped that absences for reasons other than illness, appointments or death in the family be limited to times when school is not in session. There may be rare opportunities when an extended absence from school is beneficial to the educational growth and development of a student and parents may request a leave of absence. Parents are strongly encouraged to schedule vacations at times when school is not in session.

Extended absences may hinder a student's acquisition of knowledge or skills which are developed through in-class instruction. This may later be reflected in a student's performance on summative assessments.

Parents who wish to remove their child from school under special circumstances should send a written request to the homeroom teacher. This request is signed by the teacher and sent to the principal. An Extended Leave Form may be requested for a student in grades three through eight for leaves of three or more days. It is the student's responsibility to have this form completed for all subject areas. The student is responsible for completion of assignments missed during a leave of absence within the period specified by the teacher (usually equivalent to the number of days absent).

#### Testing (5120):

- Iowa Assessments: These achievement tests are administered to students in grades 3, 5 and 7 in the spring of the year.
- Cognitive Abilities Test: This cognitive abilities test is administered to students in grades 3, 5 and 7 in the spring of the year.
- iReadyTests: These formative assessments are administered several times during the school year.
- Diagnostic Test: A battery of tests can be administered to students who are referred to the Resource Learning center (RLC). Parents may request a diagnostic evaluation. Please contact your child's teacher. Students transferring to Holy Angels School shall also receive a diagnostic evaluation.

#### Placement in Classes (5122):

Classroom placements for the following school year are recommended to the principal in spring by the present classroom teachers. These placements reflect what is considered to be the optimum situation for each individual student and the class as a whole. At times, parents may wish to offer additional information which is taken into consideration in determining placement. Written parental request, stating specific reasons for the request, must be received on or before May 15th to be considered.

#### Retention (5123):

Pupils will usually be placed on a grade level with other children of similar chronological age and will progress annually from level to level. In view of individualized and continuous progress programs employed in the school which allow for flexibility of instruction within grades, seldom will a pupil be required to repeat a complete grade level. Exceptions may be made in particular cases when the judgment of the professional staff determines that the retention is in the best educational interest of the pupil involved. When retention seems likely, parents are contacted several times during the year.

#### Procedural Steps for Retention:

- A. At the end of the first marking period teachers will discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention. Parents will be informed of student needs and actions taken.
  - B. At the end of the second marking period the principal or the teacher with the principal's approval will discuss the retention possibility with the parents.
  - C. At the end of the third marking period a conference will be held with the parent(s), principal and teacher(s) to inform the parents of the intention to retain a student in the same grade level.
  - D. A written record of each step in the procedure will be retained in the student's cumulative records.
- Retention in grades four, five, six, seven and eight will be considered a very rare exception. Final decisions on retention will rest with the principal.

#### Reports to Parents (5124):

Evaluation Reports: Formal reports of student progress will be sent to parents on a trimester basis.

Progress Reports: Information regarding student progress in the form of grades on assessments and assignments is available to parents through an online grading system. Parents are provided with appropriate log-on and password information at the beginning of the year. Grades are typically updated by the 15th and 30th of each month. Parents may also request copies of these reports.

Non-custodial parents may request copies of written reports and other school information by sending a written request to the school office indicating the kinds of information desired.

#### Conferences (5124.1):

Parent-Student-Teacher conferences are scheduled half-way through the first trimester. Parents and students are required to be present for the conference. Conferences are also scheduled just before the end of the second trimester at the request of the parent or teacher. A request for a special conference can be arranged any time during the school year.

#### Graduation (5127):

If, at the end of the eighth grade, a student has not completed or has completed in an unsatisfactory manner the course of study as required by the eighth grade curriculum by the time of graduation, that student will receive a Certificate of Attendance.

#### Harassment (5131.1):

Recognizing that all students, faculty and staff strive for a community based on love and respect, harassment of any kind is unacceptable and contrary to our Christian calling. Although harassment is usually considered to be a pattern of behavior against another person, it can also include an individual action. Harassment is defined as participating in or conspiring with others in physical or verbal acts that injure, degrade, frighten, threaten, intimidate or disgrace another person. Harassment can include, but is not limited to, the following: bullying or threatening behavior; racial insults; derogatory ethnic slurs; unwelcome sexual advances or touching; sexual comments, jokes or gestures; and physical or mental abuse.

When a parent feels that a student has been a victim of harassment or bullying, they may initiate Harassment Intervention by contacting the school office and filing a Harassment Intervention Request. The parent of the victim will be asked to provide a description of event(s) which constitute harassment. Upon receipt of the request, the principal/designee shall schedule and mediate a meeting involving the victim along with his/her parents and the individual who is accused of harassment along with his/her parents. The principal shall also inform appropriate school personnel regarding the situation. If substantiated, a plan will be established to prevent further harassment and a notice of the harassment intervention will be placed in the offender's cumulative record. Repeat offenders may face further disciplinary actions including suspension and expulsion. School personnel report and/or investigate all incidents of harassment and take appropriate action, whether they personally observe these incidents or are made aware of them by other means.

#### Terrorism, Acts of Violence and Threats (5131.2)

Basic Christian values call for behavior which is respectful of other persons and property. An actual act of terrorism and/or violence is to be considered as a most grievous offense against the school faith community. Likewise, a threat of terrorism and/or act of violence is as equally grievous as the intended action in that such a threat contradicts our Christian calling.

Terrorism and/or acts of violence are defined in this setting as participating or conspiring with others in behaviors that indicate the intention to seriously injure, degrade, frighten, threaten, intimidate or disgrace others, or cause severe damage to property. These acts may include, but are not limited to, possession and/or use of weapons, development of plans for violence, and communications which have the intent to seriously disrupt the school setting. Students engaged in or making threats of terrorism and/or violence shall be referred to the principal or designee. In situations deemed to be substantial and serious in nature, the principal will contact the student's parent. The student may be isolated while parent contact is being established. If appropriate, the principal will meet with the student and parent(s) to determine whether further disciplinary action is warranted; the principal shall make the final determination regarding any disciplinary course of action. The principal may also refer the situation to the West Bend Police Department.

The safety and security of all members of the school community as well as school property must be considered the responsibility of every member of the community. Therefore, persons with information regarding the intent of students to engage in terrorism and/or acts of violence are required to contact a teacher or school administrator regarding the information. Likewise, information concerning threats of terrorism and/or acts of violence shall be made known to school personnel immediately. Failure to make such information known to school authorities may implicate the individual as a participant.

#### Vandalism (5131.5):

Vandalism is a display of open disrespect for property. Should any individual exhibit such an attitude in the form of a behavior, that individual is expected to also accept the responsibility to make amends. The amends can be in the form of correcting the problem personally or by financing the correction in equipment and labor. Parents will be contacted if their children are involved.

#### Dress Code - General (5132.1):

Students should be neat and clean, well-groomed and dressed for school as the special place that it is. Parents have a fundamental responsibility to reinforce expectations of proper dress. Boys may wear long pants or slacks (worn at the waist); girls may wear slacks, capris, dresses, or skirts. As a general guideline, the following are considered to be inappropriate clothing for school: shorts (spandex or cut-offs); tank tops; shirts or sweatshirts with inappropriate writing, slogans or pictures; and jeans which are torn or ripped; clothing which exposes undergarments (including cami or bra straps). Tight-fitting clothing such as, but not limited to, leggings, tights and yoga pants are considered as underwear and must be covered by an appropriate length outer

clothing (below the buttocks). Generally, students may not wear hats in school. Students are not allowed to wear make-up.

Shorts may be worn from May 1st until October 1st. On other days when the temperature is expected to exceed 80 degrees, the administrator may issue a variance in the no-shorts rule. Shorts which are not of reasonable length, spandex and cut-offs are considered to be inappropriate. Shorts, skorts, or skirts should be cut no higher than the end of the fingertips when the student is standing and the arm is extended naturally along the side.

Safety of students is one of the most important concerns of the faculty and administration. Students should not wear attire which is unsafe, such as, but not limited to, loose or sharp jewelry or footwear without a backstrap.

#### Dress Code - Mass Days (5132.2):

Because Mass attire should reflect a greater sense of reverence and dignity, the following Dress Code applies to Mass Days:

#### BOYS:

##### Shirts:

- Must be solid, striped or pattern with collars and sleeves
- Shirts extending below arm length must be tucked in
- Turtlenecks and mock turtlenecks may be worn
- No writing, graphics or logos larger than 2"x2" are allowed, except HAS logo

##### Sweaters / Vests / Sweatshirts:

- May be worn over acceptable shirts (see above) or white tee shirt
- Sweatshirts must be solid color without writing, graphics or logo larger than 2"x2", except HAS logo

##### Pants:

- Must be solid color pants worn at the waistline
- Blue denim jeans, sweatpants and athletic attire are not allowed
- Dress shorts (ie school uniform style – chino/golf) may be worn in September and May/June

##### Other:

- All other regular Dress Code criteria are also in effect on Mass Days.

#### GIRLS:

##### Blouses / Shirts:

- Must be solid, striped or pattern with sleeves
- Shirts extending below arm length must be tucked in
- Turtlenecks and mock turtlenecks may be worn
- No writing, graphics or logos larger than 2"x2" are allowed, except HAS logo
- No low-cut blouses/shirts may be worn

##### Skirts / Dresses / Jumpers:

- May be solid color or pattern worn at the waistline
- Must be reasonable length (no more than 3 inches above the floor when kneeling)
- May not be sleeveless, sheer, or excessively tight

- No low-cut dresses may be worn

Sweaters / Vests / Sweatshirts:

- May be worn over acceptable shirts (see above)
- Sweatshirts must be solid color without writing, graphics or logo larger than 2"x2", except HAS logo

Pants / Capris:

- Must be solid color worn at the waistline
- Blue denim jeans, sweatpants, leggings, shorts, skorts, and athletic attire are not allowed

Other:

- All other regular Dress Code criteria are also in effect on Mass Days.

At the discretion of the administration, students may be allowed to change clothing on Mass Days when classes or activities make it reasonable and appropriate to do so.

Dress Code - Violations (5132.3):

If a teacher and/or principal decides that a certain item of attire is inappropriate or unsafe, he/she will inform the student of this and will provide notification to the student's parent:

- For a first violation of the Dress Code in a trimester, a notification will be sent to the parent which must be signed and returned.
- For a second violation, a notification will be sent to the parent which must be signed and returned.
- For a third violation, a notification will be sent to the parent which must be signed and returned; the parent will also be required to provide an appropriate change of clothing which will be kept at school. Further violations will be handled on a case-by-case basis, which may include the serving of a detention.

Social Events (5134):

Parents are responsible for the after school social activities of their elementary school children. Mixed parties, dances and similar functions outside of school hours are not ordinarily held under the sponsorship or direction of the elementary school.

Wellness Policy (5140):

In accordance with the Child Nutrition Act, Holy Angels School promotes student wellness by providing nutrition education, physical activity, and other activities and procedures that are conducive to establishing a healthy lifestyle. Students receive nutrition education as part of the health and science curricula as well as other content areas. The physical education curriculum promotes physical activity as part of physical education classes and also provides a basis for lifelong activities which promote wellness. Physical activity is also encouraged through a range of school-based programs which include recess games, intramurals, and interscholastic athletics. An overall environment which supports healthy eating is provided through: a wholesome hot lunch program; an appropriate area and atmosphere for eating lunch;

encouragement of students to consume healthy snacks; availability of drinking fountains and personal water bottles; and encouragement of adults in the community to serve as healthy role models.

Holy Angels School strives to provide a positive environment and appropriate knowledge regarding food. When using food as part of a class or student incentive program, staff and students are encouraged to utilize healthy, nutritious food choices. Staff and students are encouraged to seek out good nutrition choices when curricular-based food experiences are planned. Student access to foods and beverages of minimal nutritional value is discouraged.

Holy Angels has developed the following School Wellness Procedures:

Lunch:

Meals served will:

- be appealing and attractive to children;
- be served in a clean and pleasant setting;
- provide a balance among the protein, grain, fruit and vegetables, and dairy food groups throughout the month; and
- limit dessert offerings.

Meal times and schedules:

Holy Angels School:

- provides students with at least 20 minutes for lunch;
- schedules meal periods at appropriate times (eg. between 11:00am and 1:00pm);
- schedules tutoring, club or organizational meetings, or activities during mealtimes only if students may eat during such activities; and
- provides students access to hand washing before they eat meals or snacks.

Snacks:

Snacks during the school day should make a positive contribution to children's diets and health. The following is a suggested list of Healthy Snack Options. The list is not all-inclusive. Parents are urged to consider this list when selecting snacks for their child.

Healthy Snack Options:

Beverages:

Water	Sports Drinks
100% juice	Low fat yogurt beverages
Low fat milk (plain and flavored)	

Fruits and Vegetables:

Fruit - fresh, dried, canned	100% fruit snacks
Vegetables	

Dairy Foods:

Cheese - cubes, string	Yogurt, low fat
Pudding snacks	Yogurt smoothies/parfaits

Crackers, Cereals, Cookies, Other Snacks:

Graham crackers	Animal crackers
Teddy Grahams	Cheese Nips, reduced fat
Oyster crackers	Goldfish crackers
Triscuits, low fat	Wheat Thins, low sodium/fat
Granola Bars, low fat	Trail/Cereal Mixes

Cold cereal, unsweetened	Vanilla Wafers
Fig Newtons	Pretzels
Popcorn, low fat	Corn chips
Snack crackers, low fat	Sunflower seeds
Nuts - all kinds (except when student allergies are a concern)	

Water (unflavored):

Water bottles are permitted within the classroom during the school day, as long as the practice does not interfere with the educational process. Water bottles should be unbreakable.

Birthday Treats:

When provided, healthy treats are recommended. Treats should not require refrigeration.

Celebrations:

Classroom celebrations that involve food should be limited to no more than one event per class per month with snacks from the suggested Healthy Snack Options list. Activities which involve food from specific cultures may include items not found on the list.

Fundraising Activities:

School organization fundraising activities involving candy or soda will be limited to one per trimester. Classroom teachers may make further stipulations regarding consumption by students during the school day.

Child Abuse and Neglect (5140.1):

Holy Angels School supports the Charter for the Protection of Children and Young People. Adults having regular contact with students must complete the Safe Environment Education (SEE), formerly known as Safeguarding All God's Family or VIRTUS, training program as part of the archdiocesan Safeguarding All of God's Family program.

If a teacher or staff member suspects child abuse or neglect, the teacher or staff member must contact Washington County Social Services. Parents cannot be contacted first according to State Law.

The investigation shall be conducted in accordance with standards established by the department for conducting child abuse and neglect investigations. The investigator may contact, observe or interview the child at any location without permission from the child's parent, guardian or legal custodian if necessary to determine if the child is in need of protection or services.

Animals in School (5140.5)

The educational and therapeutic value of animals in the school setting is recognized. However, conditions must be maintained to insure the safety and well-being of students, staff, and the animals. 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 therapeutic purpose for keeping an animal in the classroom. Parents of students in a classroom will be informed when an animal is being introduced and/or maintained. Although parish policy prohibits uncaged animals in any parish

building at any time, appropriate accommodations may be made as stated above.

#### Head Lice (5140.6):

Holy Angels follows the guidelines of the American Academy of Pediatrics and Centers for Disease Control with regard to head lice. The AAP states that head lice are not a health hazard or a sign of poor hygiene. They do not transmit any disease agent. A child with an active head lice infestation likely has had the infestation for one month or more by the time it is discovered and poses little risk to others from the infestation; he or she should remain in class but be discouraged from close direct head contact with others. According to the AAP, "A child should not be restricted from school attendance because of lice, because head lice have low contagion within classrooms."

When possible, other children who were most likely to have had direct head-to-head contact with the infested child will be checked. Parents of children in an infested child's classroom will be notified, encouraging all children to be checked at home and treated, if appropriate, before returning to school the next day.

#### Asbestos (5140.11):

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) and EPA asbestos regulations, our school was inspected by EPA accredited and state certified asbestos building inspectors to determine the locations and type of asbestos-containing building materials within the school. A management plan developed by an EPA accredited and state certified asbestos management planner details the inspection, required response actions and methods to maintain asbestos-containing building materials within our building. This management plan is available for your review by appointment through the school office.

#### Accidents (5141):

Emergency data forms are kept on file. When you receive the Emergency Form, fill out all the information needed. This information makes it possible for us to reach you quickly. The information that is absolutely necessary is the NAME, ADDRESS, and PHONE NUMBER of BOTH the father's and mother's place of employment and the name and phone number of a person to be contacted if parents cannot be reached.

In the case of an accident, students are generally taken to the Health Room, located near the office area. For serious accidents, a Health Room volunteer or school staff member is summoned to the scene. Attempts shall be made to contact the listed Emergency Contact in the event of a serious injury.

#### Concussions (5141.1)

It is required that staff members and coaches complete annual training dealing with concussion, its signs, symptoms and management. At the beginning of individual sport seasons, 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 athletes and their parents will sign a statement in which the student/athlete accepts the responsibility for reporting personal injuries and illnesses, including signs and symptoms of concussion, to the coaching/athletic training staff, parents, or other health care personnel.

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the student-athlete shall be removed immediately from activities, practice, or competition. The student-athlete's parent shall be immediately notified of the situation. The student-athlete may not participate in activities, practice, or competition 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.

#### Immunizations ( 5141.3):

A record of immunization against measles, rubella, mumps, polio, diphtheria-tetanus (DPT), chickenpox, and hepatitis B must be on file for each student. These requirements can be waived only if a properly signed medical or religious exemption is filed with the school.

#### Food Allergies (5141.4)

If a student has a dangerous allergy, a parent must provide the school with appropriate medical information in writing regarding the safety of the student. The school will strive to provide a reasonable allergen-controlled environment within the school's practical ability to meet the needs of all students and staff.

#### Medication (5141.5):

The only students who have an absolute right to the administration of medication are those who have serious chronic and/or life-threatening illnesses. The school reserves the right to refuse to dispense medication, except in life-threatening situation.

The following are the procedures that are necessary when medication for a child needs to be sent to school:

1. Complete necessary form for "Medication Administration" for either prescription drugs or non-prescription drugs. Prescription drugs require a doctor's instruction and signature. Forms are available in the school office.
2. Present medication in its original packaging with the name of the student to whom the medication belongs. Medications are kept in a secure location.
3. Insure that the procedure for taking the medication is printed on the container or bottle, or otherwise included in writing, including possible side effects.
4. Instruct the student to take the medication to the school office. Except where a release has been approved, students may not possess medications.
5. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Only the principal or trained designee may dispense medications. Teachers at school have been instructed NOT to dispense prescription or non-prescription drugs such as, but not limited to, aspirin, cough syrup and cough drops. If a

student needs to bring cough drops to school, they must be treated as any other medication. Parents will need to send the cough drops, along with a note, to school and they are to be given to Mrs. Rychtik. The student can then see Mrs. Rychtik when a cough drop is needed.

Students are not allowed to give medications to anyone else. On field trips, teachers may only dispense medications which have been presented according to the above procedures and for which they have been specifically trained.

Students may self-administer certain emergency prescription medications, such as epi-pen, inhaler, and glucagon, while at school only under the supervision of trained school staff. A student who carries an inhaler will need to have a release form completed and on file. The school is absolved from any responsibility in safeguarding the student's inhaler.

#### Traffic Safety (5142):

Arrangements are made with law enforcement agencies whereby pupils will receive protection at crossing and traffic intersections. Local police officials and crossing guards are given a copy of the school calendar for the year and are advised of any changes during the school year. Where there is a safety cadet program, written parental permission is required in order to participate in the program. Safety cadets are not permitted to direct vehicular traffic.

#### Personal AV Materials (5142.2):

Students are not allowed to bring personal electronic communication devices to school without the specific written permission of the classroom teacher. These include items such as but 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 sound, video or still images, text, or other information.

Students are not allowed to possess or use cellular phones unless written annual approval has been given by the principal. In those cases, the cell phone must be "off" during the school day and stored in the student's locker inside a back pack or given to the homeroom teacher during homeroom period. Students may not carry cell phones or other personal electronic communication devices during the school day. Cell phones may only be used during the school day in the presence and at the direction of a teacher or administrator. Junior high students may possess and use school-approved Chromebooks for instructional purpose as directed by classroom teachers. See Handbook 6161.22.

Violations may result in confiscation of the personal electronic communication devices or cell phone for a period of time to be determined by the principal and possible revocation of approval for use.

#### Discipline (5144):

One of the aims of Christian education is to teach the children self-discipline. This is the only true discipline. We all realize that individuals will some times

choose to behave in an unacceptable manner which is harmful to self and to others. This includes, but is not limited to: actions which are contrary to our Christian calling; disruption of classroom, library, hallway, lavatory, lunchroom or recreational facilities; cheating or plagiarism; abusive language, disrespect or disobedience toward anyone in authority; harassment; theft or vandalism; and behavior either on or off school premises which is detrimental to the reputation of Holy Angels School. Thus, inappropriate use of technology (eg. home computer, cell phone) involving harassment, use of school name, remarks directed to or about teachers/staff, offensive communication and safety threats may subject a student to consequences. In any of the above cases, corrective action on the part of the adults in charge is expected.

Such correction may include:

- private discussion between teacher and student
- removing student from instructional setting
- loss of recess time
- parental contact for follow-up
- referral to the principal

In grades six through eight a formal detention program also includes parental contact and serving a detention after school. Detentions may be given for unacceptable behavior as well as multiple missing assignments. Detentions are served from 2:55 to 3:55 p.m. on specified days. Parents are responsible for arranging transportation following the detention.

#### Probation / Behavior (5144.1):

Although all students entering or transferring to Holy Angels are placed on probation for one trimester, a student may also be placed on probation by the principal after the first trimester of enrollment. Actions identified under Discipline (5144) may be cause for probation. Following consultation with the student's parent/guardian and relevant school personnel, the principal establishes conditions for release from probation. The decisions of the principal are final.

#### Suspension (5144.2):

Suspension is justified only in unusual circumstances and is normally an in-school suspension. Such incidents as the following might warrant suspension: actions which are contrary to our Christian calling; continued or serious disruption of classroom, library, hallway, lavatory, lunchroom or recreational facilities; abusive language, disrespect or continued disobedience to any teacher or other school personnel, including playground supervisors; harassment; possession of illegal drugs, alcohol, weapons or look-alike weapons while on school property or during school-related activities; behavior, either on or off school premises, which is detrimental to the reputation of Holy Angels School.

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; notification to the parent prior to sending a student home from school; and 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. The final decision regarding suspension rests with the principal/administrator.

#### Expulsion (5144.3):

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. The Archdiocesan Superintendent of Schools is to be consulted before any action leading to expulsion is taken. A student whose enrollment is terminated under #5110.1 is not considered to be expelled.

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 composition should be such as to insure objectivity. An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing. The pastor is present for the entire hearing itself and during the deliberations of the hearing committee. The school officials receive a specific and limited amount of time to present their case. 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. The hearing committee weighs the facts and issues that were presented and gives a recommendation in writing. The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has the final responsibility for the decision to expel or not. The family of the student is informed in writing of the final decision within 24 hours. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated. The parent is given the right to still withdraw the student from school before the deadline. 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 in writing with rationale for appeal. The pastor will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and

the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Committee is not involved in the expulsion proceedings and is not a source of appeal.

Playground Rules (5144.4):

A guide for supervision of the lunchroom and noon recess period is provided for supervisors. Please refer to this booklet for "Supervision Guidelines", "Guidelines for Supervisors" and "Lunchroom/Playground Procedures". Two sections, "Guidelines for the Lunchroom" and "Guidelines for the Playground" are repeated here as general information:

Guidelines for the Lunchroom: The following rules and regulations have been established for the lunchroom:

1. All food items must remain in the lunchroom.
2. Students are to eat their own lunch. Therefore, there shall not be any trading of food items. This is a protection for all students.
3. All food items should remain on the tables. Therefore, there shall not be any food throwing.
4. Students should come to the lunchroom orderly and quietly.
5. Students should "take what they'll eat and eat what they take".
6. Students should clean off the tables when they are finished eating.
7. Students should be encouraged to take their time eating.

NOTE:

1. During this time, students will be allowed to use the restroom facilities. However, they must request permission of the supervisors.
2. Encourage students to focus on eating their lunch before socializing with their peers. This is ensure the students are properly nourished for their classes in the afternoon.
3. Students whose behavior is unacceptable may be isolated in the lunchroom.

Guidelines for the Playground: The following guidelines have been established for the playground.

1. Safe activity must be encouraged and assured by those who are supervising the playground. Space out to ensure all students are being supervised.
2. Students should be encouraged to engage in group activities.
3. Students should play in designated areas on the playground. Areas are defined by activities (eg. soccer/football area, basketball, hop scotch, four-square, kickball/baseball. etc.) They should not play near, on or around the school building, dumpster or church. They should not be sitting on the church or rectory stairs.
4. Students must remain outdoors for the entire period of time (20 minutes). They should line up and enter the building only when the bell rings. Students are to remain on the playground during the entire recess and noon hour. Only with the permission of the adult supervisors, may a child enter the school building.
5. Students who are playing sports should engage in touch-type interchanges. Therefore, there should be no tackle sports.
6. Students should respect the personal property of others, such as, coats, hats and mittens. They should not pull on another person's clothing.

7. Students should respect each other and the supervisors in conversation. Therefore, there should not be name calling, fighting, teasing nor using foul language. Deliberate actions of aggression will not be tolerated.
8. Students should play ball with each other. Ball games may be played in designated areas with appropriate balls, e.g. nerf or rubber balls.
9. Students may not use hockey equipment at school.
10. All food items are to be eaten in the lunch room during lunch. Therefore, food items are not allowed on the playground.
11. Playground equipment:
  - One student at a time on the swings. Students not on the swings are to stay clear of the swings or play on the other equipment in the play area. Students using slides may do so in a forward sitting position only.
  - Students taking playground equipment out of the classroom are responsible for its return.
12. The gates to the playground on Ninth Avenue are to be opened and closed only by the patrols assigned.
13. During the winter months, students should play in areas which have been plowed. They should be encouraged to follow winter safety rules. Therefore, they should not play on snow piles by the buildings or fence, not throw snow balls, nor slide down the hill or blacktop. They may play in the snow if properly dressed. Being properly dressed means to have boots, hats, mittens and snow pants. The students are not allowed to play "King of the Mountain/Hill" games.
14. During indoor recess, students are expected to remain seated when a teacher or supervisor is not present in the room.

Note to Supervisors:

1. Please read and follow the "Supervision Guidelines" and "Lunchroom/Playground Procedures".
2. Students whose behavior is unacceptable may be isolated on the playground.
3. Supervisors should inform the school office of students whose behavior is unacceptable.
4. If a student needs to come to the health room, please send another student with the injured student or if you need to have a Health Room Volunteer come out to the playground, please send a student to alert the volunteer.
5. In the event that an activity results in the potential for exposure to bodily fluids, supervisors should follow the Universal Precautions found in the Supervisors' Handbook.

Police Questioning (5145.1):

Law enforcement officers or social service providers may not remove a child from the school building for questioning while the child is properly in attendance without permission of the child's parent. However, the situation would be different when an enforcement officer or social service agent has a warrant for the child's arrest or an order signed by the judge of the children's court. If a student is questioned by law enforcement officers on the school premises, the principal or his/her delegate may present for the interrogation. A law enforcement officer has the right to question a student, even without a warrant.

Search and Seizure (5145.2):

The school retains ownership and possessory control of all student desks and lockers. The principal and other responsible school officials retain the right to open and inspect students' desks or lockers, along with students' possessions and to confiscate banned and/or inappropriate items. 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. This may be done when there exists the possibility of a danger to others, when there is sufficient reason to suspect the presence of materials which are not allowed in school, a violation of school rules, or when deemed necessary for the orderly operation of the school.

**6000 - INSTRUCTION**

School Day (6112):

The length of the school day is six hours and forty-five minutes exclusive of the lunch period. The daily schedule is as follows:

7:35	Bell
7:45	Homeroom
10:00-10:15	Recess (Gr. 1-4)
11:40-12:40	Recess & Lunch (K4/K5)
11:45-12:30	Lunch & Recess (Gr. 1-5)
12:22- 1:00	Lunch & Recess (Gr. 6,7,8)
2:50	End of School Day

The time of the K3 morning session is 7:45 to 11:00am.

The time of the K4 morning session is 7:45 to 11:15am.

Arrival/Dismissal (6112.3):

Students should arrive at school after 7:25am. Students are not allowed to leave the school grounds after they have arrived. Students are to wait on the playground area prior to the first bell (7:33). At that time, they are to line up and enter the building at the second bell (7:35). Generally, students are not allowed in the building prior to the second bell.

If there is inclement weather, students will be allowed to enter the building, using the office entrance, kindergarten/rear gym entrance, or the glass walkway at the time of their arrival.

If students need to arrive early because of parents' work schedule, arrangements must be made with the principal in writing. Parents of kindergarten (K5) students who need to arrive early should make necessary arrangements with the kindergarten teacher.

Parents of all students should be aware that the teachers and administration are not responsible for students prior to 7:30am and after 2:50pm. All students must leave the school and grounds at 2:50pm unless authorization has been received from parents and/or school officials. The playground is closed after school.

The drop-off point for bus students will be on 8th Avenue in the front of school. Pick-up for bus students at the end of the day will also be on 8th Avenue.

Parents who plan to transport their children by car will be asked to use the east side curb on 9th Avenue as the drop-off and pick-up area. For the safety of all students, cars are NOT allowed on the playground area at the time of school arrival.

The Cedar Street Parking Lot has been designated for faculty and visitor parking only. Only parents of K3 and K4 students may use the Cedar Street Visitor Parking areas when arriving or picking up their child. Parents of K3 and K4 students should accompany their child to the classroom using the appropriate entrance.

At dismissal, cars may wait on the south end of the school playground until space is available in the designated pick up area along 9th Avenue; however, students should be picked up only in the pick up area at the curb on 9th Avenue. Students should not be picked up on the playground. After all school buses have departed from the 8th Avenue boarding zone, parents may also use 8th Avenue to pick up students. However, parents may NOT wait on 8th Avenue until all of the school buses have left the area.

Parents may also use the Church parking lot (at the corner of 9<sup>th</sup> & Walnut) at dismissal.

When there is a change in the "usual" pick-up routine, parents must indicate the change in writing. Otherwise, the school may follow the "usual" pick-up routine.

#### Recess (6112.4):

It is the policy at Holy Angels School to have students on all grade levels spend the recess time outdoors except in cases of severe or totally inclement weather. Rainy days are always included in the definition of inclement weather. Students will remain indoors when the wind chill factor is in the "increasing danger" or "great danger" areas on the wind chill chart. This is to be determined by the principal or a person so designated to do so. Students who have been ill and who have written parental permission may remain indoors for a specific period of time. A dated request should be sent to school each day the student is to stay indoors.

Students are not allowed to leave the school premises without both the parents' and principal's permission. Parents are required to give this permission in writing.

#### Fire Drills (6114.1):

At least once a month a fire drill is conducted in the school building. Everyone must exit the building at the sound of the fire bell. That includes ALL adults. Exit the nearest door and stand 500 feet away from the building until the signal for re-entry is given.

#### Tornado Drills (6114.4):

These drills are held before the tornado season begins in the spring of the year.

#### Emergency Closings (6114.5):

A disaster or inclement weather conditions may necessitate the closing of school at times. If West Bend School District #1 cancels classes due to weather, Holy Angels will also be closed. However, our school may make its own determination not to hold classes. Parents are urged to access the school's website or listen to/watch WTMJ (channel 4), for information regarding Holy Angels School. The internet site [www.tmj4.com](http://www.tmj4.com) also contains a link to school closing information.

In the event that school needs to be closed early because of an emergency or inclement weather during the school day, an announcement will be made on the station above, on the homepage of the school website, and through email contacts, and on the school's Facebook page. PLEASE DO NOT CALL SCHOOL since open phone lines are needed to get information out - listen to the radio or go to the website.

Extra-curriculars and other evening activities are not automatically canceled when there is an emergency school closing. A separate determination will be made by those responsible for each activity. Information is usually posted on the school website.

#### Curriculum (6140):

The curriculum offers learning experiences which are designed to facilitate the spiritual, intellectual, psychological, moral, physical and social growth of the students enrolled. Curriculum development is ongoing to provide for the use of current materials and methodology in each subject area. The program of instruction meets all of the criteria under state statute 118.165(1). Parents may request a copy of the grade level curriculum through the classroom teacher or school office.

#### Religion (6140.1):

Faith formation is part of the everyday experience and involves liturgies, prayer experiences, and instruction in the Catholic faith. Religion classes are taught daily in the kindergarten through eighth grade levels. Beginning with the first grade the length of the class varies from 30 minutes to 40 minutes for the instructional period. A parish priest is available for classroom instruction and for other varied liturgical experiences. Non-Catholic students are required to participate in religion classes. *Text publishers: RCL Benziger, Our Sunday Visitor, and Sadlier.*

#### Liturgies/Sacraments (6140.11):

A weekly Eucharist liturgy is provided for students in grades 1-8. Special All-School Masses offer opportunities to celebrate special feasts. Parent participation is encouraged. Non-Catholic students are required to attend all liturgical celebrations, but may not receive the sacraments.

The Sacrament of Reconciliation is offered to students during Lent. Preparation for the celebration of First Eucharist and First Reconciliation is developed and coordinated by the parish Director of Religious Education.

#### Reading/Language Arts (6140.2):

The reading/language arts curriculum is based upon the Curriculum Guide of the Milwaukee Archdiocese and emphasizes an interdisciplinary approach to reading and writing. The school is utilizing a readers/writers workshop model. Fountas & Pinnell guided reading groups will be established all grade levels. 5K-2 will also add a phonics component to their reading program.

Penmanship is formally taught in the primary grades using Writing Our Catholic Faith from Universal. Starting in Grade 4, teachers may require written work to be completed in cursive, print, or via Chromebook.

#### Mathematics (6140.3):

The mathematics curriculum is based upon the Curriculum Guide of the Milwaukee Archdiocese and the guidelines established by the National Council of Teachers of Mathematics. There is a strong emphasis on the use of manipulatives and real-life learning. Ready Math, by Curriculum Associates, is the resource the teachers will use to prepare and deliver lessons in math. Technology such as calculators and computers are used as tools of instruction. Students also have access to support via iReady Math. This is a personalized path for students based on their diagnostic test scores.

Algebra 1 is offered to qualified students as part of the eighth-grade curriculum; eligibility is based on factors including standardized test scores, teacher recommendation and continued success in the course. Students may earn WBHS credit for successful completion of Algebra 1. *Text publishers: McGraw-Hill, Holt McDougal*

#### Science (6140.4):

The science curriculum emphasizes learning concepts through hands-on experiences. At each grade level, laboratory activities are utilized on a regular basis to illustrate scientific principles. The junior high science curriculum also includes pre-engineering units in the Project Lead the Way: Gateway to Technology program. *Text publishers: Pearson, Amplify*

#### Social Studies (6140.5):

The social studies curriculum provides students with: an awareness of the world around them - geographically, politically, socially, economically and internationally; a sense of the past, present and future; a personal history; and a pride in our country. The curriculum assists students in developing the ability to ask questions, find answers and work effectively with others. *Text publishers: Pearson*

#### Fine Arts (6140.6):

Art and music are part of the school's curriculum for all students. A sequential art curriculum is taught by classroom teachers in grades K4 through 2, and by an art specialist in grades 1 through 8. The music curriculum includes vocal and instrumental instruction and is taught by a music specialist.

#### World Languages (6140.7):

The study of world languages and culture is part of the regular curriculum for all students in grades K5 through 8. Students study German, Spanish and Chinese up to grade 5. In grades 6 through 8, students will choose between Spanish or German and concentrate on one language and culture. Class size limitations may necessitate the use of testing criteria for world language course selection. Students who successfully complete the 8th grade curriculum may be recommended for advanced placement in high school.

#### Physical Education (6140.9):

Physical education is part of the school's curriculum for all students. Classes are taught by a physical education specialist and include activities which promote physical fitness, recreational competence and skillful movement in accordance with the abilities, interest and needs of the student.

#### Developmental Guidance and Health (6141.11):

The developmental guidance and curriculum assists students in developing coping skills necessary to deal effectively with life situations. The curriculum is taught within the context of our Catholic faith and includes affective development topics such as self-esteem, decision-making and values, as well as issues involving interpersonal relationships. Health issues such as alcohol and other drug abuse (in fall) and human growth and development (in spring) are also part of the curriculum.

Students may fulfill the West Bend High Schools health credit requirement through successful completion of the eighth grade health curriculum at Holy Angels.

In compliance with the *Charter for the Protection of Children and Young People*, students in grades K5 through eight participate in a safe environment education program.

As the first and foremost teachers of their children, parents may prefer discussing certain topics with their children at home in lieu of classroom instruction. A written request should be sent to the classroom teacher prior to the start of a particular unit of study.

#### Extra-Curricular Activities (6145):

The extra-curricular program includes: Student Council, Forensics, Yearbook, Patrols, Servers, Holy Angels Publishing Co., Math Club, Chorus, Bells, Future Scientists and Engineers of America, Chess, Fine Arts Design, H.O.P.E. Club, Robotics, Intramural Athletics, and Interscholastic Athletics.

The Student Council includes student representatives and officer from grades five through eight. Elections are held at the beginning of the school year. Student Council provides opportunities for student leadership, activities planning, and input regarding school decision-making. A faculty member serves as advisor.

Forensics provides students in grades six through eight with an opportunity to develop speaking and creative skills. The season typically begins in December and finishes with the State Meet in late March. A faculty member coordinates the program and serves as head coach.

Junior high students assist in the production of the Yearbook. During winter and spring, students work with parent coordinators in helping to identify pictures and prepare text for the Yearbook.

Seventh and Eighth graders can volunteer to serve the school as Patrols. Their responsibilities can include: encouraging student safety at street corners, on the playground, or in bus lines; assisting with lunch room cleanup; or displaying the flag. Patrols are selected based on faculty recommendations. A faculty member serves as the advisor.

Servers assist the priest at all-school Masses and at weekend liturgies. New servers receive training through the parish's Liturgy Committee. Scheduling for weekend Mass is coordinated through the parish.

The Holy Angels Publishing Co. is the collective name of students who prepare an original manuscript for entry in the annual Delta Kappa Gamma Literary Competition. Students in grades three through seven may prepare an original story for entry in the literary contest. The decision to submit an entry rests with the students and parent.

The Math Club is open to junior high students. Students may participate practice sessions and competition which are held during lunch hours.

The Holy Angels Chorus is open to students in grades five through eight. The Chorus practices after school throughout the school year and performs several times during the year.

The Holy Angels Bells is open to students in grades six through eight. The Bells practice during lunch hours throughout the school year and perform several times during the year, including liturgies.

Participants in the Future Scientists and Engineers of America program meet after school from October through March (3-4 week activities) to experience engineering and science applications and develop their creative and problem solving skills in a team setting. The program is coordinated by parent volunteers and is open to students in grades four through eight.

The Chess Club is open to all students. Students meet after school for instruction, coaching, and competition according to ability levels.

The Fine Arts Design (FAD) team provides design work for all-school productions. Students work on scenery after school under the direction of the art teacher.

The Holy Angels Helping Other People and the Environment (H.O.P.E.) Club is an extension of the service opportunities which are part of the regular classroom expectations. Club members organize and participate in service opportunities outside of school experience.

The Robotics Club is open to students in grades five through eight. Students meet after school with volunteer mentors and are involved in engineering and problem solving activities and competition.

Eligibility Philosophy: The faculty, staff and administrators of Holy Angels School wish:

- to develop a sound Christian learning environment which includes extra-curricular activities. Once established, that Christian environment becomes a durable part of Holy Angels School's reputation and tradition.
- to emphasize that a student's first priority is to learn. Academic success in the individual student's God-given abilities is expected. All three areas, academic, effort and conduct, are essential to learning.
- to encourage regular school attendance, promptness, academic works and good conduct at all times. Behavior and academic success go hand in hand.
- to state that extra-curricular activities are an additional form of learning, not an alternative to it.

Policy and Procedure: Students will be expected to perform academically up to their individual God-given abilities. The faculty, staff and administrators realize that each and every student is an individual who has been created by God in His image and likeness. However, all students do not have the same abilities.

1. If a student is not performing academically at that level of his/her ability, he/she will receive individual attention as to whether he/she can continue participating in extra-curricular activities.
2. A teacher or teachers may recommend that a student not be eligible for extra-curricular activities. He/she brings this recommendation to the level staff.
3. If the staff feels that this student is not performing at his/her level of abilities, a recommendation will be made to the principal.
4. The principal will contact the parents to inform them of this recommendation. Parents will be asked to be part of the decision-making procedure which would entail a meeting of the parents, child, principal and teacher(s). The principal shall make the final determination within three days following the meeting.
5. Suspension from participation in extra-curricular activities will be based on an individual decision. Continued suspension can be invoked if there is no noticeable improvement.

Any student whose behavior or attitudes brings discredit on him/herself, parents, school or team, both on or off campus, or whose actions violate Player Guidelines may be suspended from further participation in extra-curricular activities. The seriousness and the frequency of various behaviors shall determine the length of suspension, since not all circumstances can be covered by one simple statement. Suspension will usually follow joint consultation with the principal, parents, student, teacher(s) and other parties affected by and/or responsible for student behavior.

At any time, it is the school's or parent's responsibility to remove a student from any extra-curricular activity if they feel such action will be of benefit to the growth and development of the student. The school and coaching staffs will certainly cooperate with any parents taking such action, however, please inform those concerned should such action occur. Parents are asked to cooperate with the teachers and administrators taking such action.

If a student is absent from school due to illness, he/she will not be allowed to participate in extra-curricular activities on the day of absence.

Transportation to and from extracurricular activities is the responsibility of the parent. The school is not liable for accidents or injuries while students are being transported for extra-curricular activities. Parents who arrange car pooling situations do so at their own risk. Coaches are not allowed to arrange car pools.

In the event that transportation is provided or coordinated by the school, appropriate conduct is expected. Only participants may be transported unless approved by the principal. Personal AV equipment may only be used with earphones. All other rules of safe travel apply. Any violation may terminate a student's participation in the activity.

#### Intramurals (6145.1):

An intramural athletic program is offered to students beginning in fourth grade. The purpose of the program is to teach students basic skills as well as the fundamentals of team sports. Unlike interscholastic athletics, there is a predominant emphasis on participation in the intramural program.

The program offers: boys' and girls' volleyball to students in grade four in fall; boys' and girls' basketball to students in grade four in late winter; and co-ed softball to students in grades seven and eight in spring.

#### Guidelines for Intramural Coaches (6145.11):

- Coaches Behavior: Encourage players to support their teammates. Team play should be fostered. A coach's conduct must set an example for the kids. One coach from the last game must be present until all the children have been picked up/left the premises.
- Basketball: Scoreboard restarts at the end of each quarter. Rotate players every 3 minutes.
- Volleyball: Players are substituted every seven points.

#### Interscholastic Athletics (6145.2):

The interscholastic athletic program includes the following sports: boys' and girls' volleyball (5,6,7,8) and boys' and girls' basketball (5,6,7,8).

Interscholastic athletics can be of value as a supportive element to the total education process. This process concerns the total person, the person's growth as an individual - spiritually, mentally, emotionally, physically and socially.

Athletics should provide:

1. a learning experience;
2. a positive base for Christian development;
3. an understanding of competition, emphasizing respect, responsibility, sportsmanship and teamwork;
4. an opportunity for all participants to develop and share knowledge and skills appropriate to their level;

5. The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of a school's physical education endeavors. A school should provide, first, a program of physical education for all children, second, an intramural sports program and finally an athletic program for all who desire some participation in competitive sports.

The school's athletic program supports the philosophy of the Archdiocese which states: "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 who wish to transform an activity of 'enjoyment' into an area of 'professionalism'. The 'win-at-all-cost' philosophy will not be tolerated. The Catholic schools call for responsible control and limitation of the time and energy expended in extracurricular activities."

A number of rules govern participation in interscholastic athletics. Some of the basic information is as follows:

- Students participating in interscholastic athletics will be required to have a physical examination by a licensed physician. This is an Archdiocesan policy. A Student Physical Exam Form, Parental Risk Acknowledgement Form, Medical Emergency Form, Student Athlete-Parent/ Guardian Sportsmanship Pledge, and Concussion Form must be on file before the start of practices.
- A student-athlete may compete on a school team and a non-archdiocesan team in the same sport during the same season provided that the student's priority and commitment is with the school team, and the student maintains the eligibility requirements established by the school administration. In practical terms, this means that a player is to participate in all school team practices and games, as is expected of all student-athletes. Failure in this commitment may result in decreased playing time. For three unexcused absences, a player will be benched for a first quarter (basketball) or game (volleyball).
- Students must maintain grades in their scholastic achievements which are commensurate with their ability.
- Suspension of varying duration may be imposed on participants who exhibit a lack of responsibility and/or outright disrespect in any of its forms.
- When the roster of players reaches sixteen at a grade level, the Athletic Committee will usually form two squads if additional coaches are available.

Other specific Archdiocesan athletic guidelines govern such matters as length of season, duration and number of practices, team sponsorship, tournament play, and pupil transfers. Only those teams under the direction and sponsorship of Holy Angels School, School Committee, and Athletic Committee may be identified as Holy Angels teams. Questions relating to policies or procedures not stated in this Handbook should be directed to the Athletic Committee.

#### Interscholastic Coach Guidelines (6145.21):

Coaches provide a very worthy service to a school. They must remember that they play an important part in the development of the student-athletes under their charge. They must not interfere with or impede - and should cooperate with - the school's educational program. Imprudent actions on the part of the coaches are subject to disciplinary action.

Coaches should always model Christian behavior in both language and conduct. Coaches should teach Christian values and sportsmanship. Coaches should be organized in their approach to working with the students. Coaches should follow accepted principles of teaching the skills of the sport. Coaches should notify the principal if a student is not at practice (unexcused absence). Coaches must follow the rules and guidelines from the Archdiocese of Milwaukee, the Athletic Committee, and the conference/league body. Coaches must meet archdiocesan certification requirements.

Each team shall have two designated coaches. The Athletic Committee may approve an extra coach when warranted by the number of players on a team. Additional volunteers may also assist the designated coaches at practices and games.

All designated coaches must be appropriately prepared by completing the Archdiocesan core training element and sport specific training. Training in bloodborne pathogens, concussion awareness, and Safe Environment Education (formerly VIRTUS) abuse awareness are also required. All coaches must pass a criminal background check.

#### Interscholastic Player Guidelines (6145.22):

All students who wish to participate in a particular sport must sign, with their parents, a commitment to participate in the sport which indicates their willingness to abide by the guidelines which are set forth by the Committee and particular coach.

Players are expected to attend all practices unless they have a signed excused absence from their parents. Acceptable excused absences are, but not limited to, dentist or doctor appointments, personal illness and/or death/funeral in family. All signed excused absences will be kept by the coach. If a student misses a practice without an excused absence from his/her parent, the student will be dealt with at the discretion of the coach as to whether the student will suit up for the next game. If a student has two unexcused absences, he/she is automatically off the team. If a student decides to quit a team, a signed release by parents must be provided to the principal.

The school may limit a player's playing time for violations of the academic and/or behavioral standards of the school. In particular, a volleyball player will be "benched" for one game for a first junior high detention, and a full match for each subsequent detention. A basketball player will be "benched" for one half for a first detention, and a full game for each subsequent detention. At the fifth grade level, three "think sheets" are equivalent to a junior high detention.

Christian conduct on the part of the athletes is always expected. If an athlete exhibits one of the following behaviors, he/she is automatically dismissed from the team for the remainder of the season: walks out of practice; verbal and/or physical abuse to coach and/or player; unacceptable behavior at a game and/or on a bus; an un-Christian attitude and/or behavior toward a coach, fellow player and/or a player from another team; or use of tobacco or illegal drugs. If a student wishes to be reinstated on a team, he/she must meet with the coach and coordinator and/or principal to discuss this matter.

Student-athletes accept the responsibility for reporting their injuries and illnesses to the coaching/athletic training staff, parents, or other health care personnel including signs and symptoms of concussion. 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 parent 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 physician, physician assistant or nurse practitioner to return to activity.

Players are not allowed in the building except under the direct supervision of their coach. Players are not allowed on the stage, on the wall equipment, on top of the bleachers or in the Equipment Room; unless directed by their coach. Player uniforms must be returned when notified or the player will be charged replacement cost for the uniform.

#### Interscholastic Parent Guidelines (6145.23):

The conduct of students and parents at athletic events which are either held at Holy Angels or another school should be in line with the Mission and Philosophy of Holy Angels School. It is important to show a Christian attitude toward the members of the other school's team. At no time should there be rude behavior in either speech or action toward members of our team and its coaches or toward the members of the opposing team and their coaches.

When an athlete shows any signs, symptoms or behaviors consistent with a concussion, parents are required to inform the coach so that the athlete can be removed immediately from practice or competition. 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 physician, physician assistant or nurse practitioner to return to activity.

Many times spectators feel that they might have coached the team in another manner or that the referee should have called the play in a different way. If a parent has a question concerning the coaching of a particular team, this person should contact the coach to discuss the matter in a private manner. This should never take place during an athletic event. The same procedure holds with coaches as with teachers at the school. Parents should first discuss the matter with the individual coach. If the matter is not resolved, the parents should contact the principal who will set up a conference with the parents and the coach. The coordinator of the particular sport will also be included in the conference.

Students in Junior High need adults who model Christian behavior in all aspects of life. Parental cooperation in this matter is greatly appreciated. Children in the 5th grade and under should be accompanied by an adult at all athletic events. This adult must provide supervision for these students during the game/event.

Parent involvement in the interscholastic athletic program includes volunteering for admissions/concessions for league games, as well as participation in the Volleyball Classic (fall sports participants) and Basketball Classic (winter sports participants). Other roles such as scoreboard, scorebook, and team parent are also necessary parts of parent involvement.

#### Interscholastic Dance Squad Guidelines (6145.24):

If there is sufficient interest, students in grades one through eight have the opportunity to participate on the Dance Squad under the direction of the Athletic Committee. This is an activity which combines dance, cheerleading and pompons. Students will be involved in these squads during the winter sports season. The number of squads will be determined by the number of students interested in this activity.

#### Student Council (6145.5):

The student voice in the planning of events and in the discussion of school needs is found in the Student Council. Each year two representatives in each grade level are selected by the students of the grade level. The council meets at least once each month. The council is under the advisorship of a staff member.

#### Band (6145.7):

Instrumental band lessons are offered to students in grades four through eight. Lessons are 30 minutes in length and may be scheduled, on a rotating basis, during the school day (with approval of the classroom teacher). A limited number of lesson times may also be available after school. Generally, junior high students are given first preference of lesson times.

Students may join the Holy Angels Band when they develop sufficient skills (usually after one semester). Band members are required to take lessons, though not necessarily through the school. Band sessions are held weekly. Fees are payable at the beginning of each semester.

#### Class Size (6151)

Classroom size in grades K5 through eight is ordinarily limited to 25 students. When the number of registrations for a particular grade level reaches 25 students, a waiting list shall be established. The School Committee may approve a request from the administrator for a variance to a maximum of 28 students in order to accommodate sibling enrollment. Each variance is considered on a case by case basis, and final decision is reserved for the pastor and principal. In the event that enrollment exceeds 25 students in a class, the School Committee shall consider options in order to provide instructional assistance and/or supplemental compensation.

When the number of registrations for a particular grade level reaches 40 students, a second class shall be established. If warranted, the Parish Council may approve a request by the School Committee to establish a second class with less than 40 students in a particular grade.

In the event that a waiting list has been established, the School Committee and Parish Council shall consider various options in order to provide these students with a Catholic education within the West Bend area.

### Field Trips (6153):

As an integral part of the curricula, field trips provide an enriching experience. These trips cannot be mandatory, but are highly recommended. All field trips must be approved by the principal. Written permission slips are required each and every trip. Field trips are financed by the parents on an individual basis as the trip is planned. If a student has registered for a field trip but cannot attend for any reason, there will be no refund. Chaperones are required to complete the Safe Environment Education training and provide a background information form. Generally, chaperones are requested to cover the cost of admission but not transportation.

### Homework (6154):

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student. Properly planned and purposeful in nature, it can include the following: projects connected with a subject being taught; penmanship practice; memorizing; reading a good book or magazine; viewing an educational television program; interviewing; completing school assignments. Copying or plagiarizing the work of another is not acceptable. The proper heading for papers is: full name, subject and date in the upper right hand corner.

A recommended number of minutes spent on out-of-school homework can be:

<u>Level</u>	<u>Time</u>
Kindergarten	None
Primary	15-30 minutes
Intermediate	30-60 minutes
Junior High	60-90 minutes

If a child is spending more than the required time on homework, parents should contact the child's homeroom teacher.

### Methodology (6156):

It is the responsibility of a teacher at Holy Angels School to learn HOW a child learns BEST and then to TEACH to the STYLE. This advocates for presenting information in multiple ways to enable a variety of learners to understand the information; presenting multiple assessments for students to show what they have learned; and learn and utilize a student's own interests to motivate them to learn. When an instructor knows their students and what types of learners are in their classroom, instructors are able to then differentiate their instruction and assignments to those learning types.

The following are some of the means used to ensure learning: project-based learning, large and/or small group presentations; one-to-one instruction; active learning, to name a few.

In short, the MANNER and the MATERIALS, together with an abundance of teacher concern and parental cooperation, ensure that each student has the opportunity for intellectual, spiritual, and sociological growth.

### Telecommunications Acceptable Use Policy (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 school. Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the 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 school computer system are and remain the property of the school. Access to the Internet and the use of the computer network, including independent use off 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 school networked computer equipment, including those that provide Internet access.

#### Rules for Acceptable Use:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted: a. Sending or displaying offensive messages or pictures; b. Using obscene language; c. Harassing, insulting or attacking others; d. Tampering with or damaging computers, computer systems or networks; e. Violating copyright laws and plagiarism; f. Using another's password; g. Trespassing in another's folders, work or files; h. Wasting limited resources; i. Employing the network for personal, commercial, or non-academic purposes; j. Circumventing security measures on school or remote computers or networks; k. Disclosing, using, or disseminating personal identification information of yourself or any other person without the appropriate prior approval; l. Any activity which does not further the legitimate educational goals of this institution.
4. Unauthorized use of personal electronic devices includes but is not limited to the following: possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on school grounds, at school events, or on school buses; accessing any files known to carry harmful malware; or using a device at any time in any school situation where a reasonable expectation of personal privacy exists, including but 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 user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand that the school is not responsible for content already existing on student owned devices, including music, lyrics, movies, pictures, games, etc. The school will not be held liable for any lost,

stolen, or damaged personal devices. The administration may confiscate and search personal electronic devices when such devices are suspected of being used in violation of the law and/or school rules.

All users of the 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 school computer system is required to sign the Acceptable Use Form before being permitted access. Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final. Mandatory reporting guidelines apply to all use of the school computer system.

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students.

It is expected that parents discuss appropriate use of telecommunications resources with their child.

#### Social Networking (6161.21):

Social networking sites are online websites created to enhance communication between individuals as well as groups. If used discreetly and responsibly, these forms of communication can be beneficial in the educational setting. However, the nature of communication technology also creates a potential for negative outcomes. In order to safeguard students and staff, the following limitations are necessary policies and rules:

- Students may not engage in social networking, either utilizing school-owned technology or personal AV resources, during the school day unless directed and supervised by a teacher or administrator for a specific educational purpose.
- Teachers may not engage in social networking activities with students except through approved school-based technology. Teachers may not "friend" students using Facebook or other similar sites.
- Parents and volunteers may not take pictures or videos of students while on school premises and share them on their personal social networking sites.
- Technology-based interactions and communications between students and teachers should reflect the proper role of the teacher as a professional educator and not be a means for promoting a social relationship.
- Students and staff engaged in the use of social networking sites in a manner which is contrary to our Christian calling are subject to disciplinary action by the school administrator or pastor.

Each user of the school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. 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.

Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

#### Technology and Instruction (6161.22)

The use of technology in school by students is integral to the learning process and can be an appropriate and powerful tool for learning when limited to instructional purposes. Students may only use technology such as ipads, Chromebooks and computers as directed by the classroom teacher.

Students may not use smartphones, ipads, ipods, tablets and the like unless directed by the classroom teacher. (See Handbook 5142.2 regarding possession and use of personal AV devices.)

Students may not use technology for personal reasons during the school day. This includes, but is not limited to, personal communications with others using email or social media applications, use of the internet to access information not directly connected to the curriculum, and other uses which do not have an educational purpose.

It is the user's responsibility to: view only Internet sites that are allowed at school; respect the privacy rights of others; receive explicit consent to capture, record, or transmit the words and/or images of any student, staff, or other person during any school activity; make sure no unauthorized copyrighted materials enter the network; and ensure that the use of the device does not disrupt the learning environment. Misuse of technology is subject to disciplinary action.

At the junior high level, students are expected to have a fully-charged Chromebook for their instructional use as part of their regular school supplies.

#### Supplies (6161.31):

Students are expected to come to each class with proper supplies as determined and communicated by the classroom teacher. Students may not possess or use correction fluid at school. A list of student supplies is provided in spring and again in fall. Because of safety concerns, backpacks should be an appropriate size so that they can be stored in a locker during the school day.

#### Phy Ed Clothing (6161.32):

Appropriate clothing is required for students participating in physical education class. These items include the following: tennis shoes; socks; shorts, tops or tee shirts (grades 4-8); towel, soap and non-aerosol deodorant (grades 4-8).

Students may not possess or use aerosol products at school. Showers are optional for students in grades 4-8, and not required for grade 5K-3.

Library Media Center (6163.1):

The Library Media Center provides educational and formational resources in support of the school's philosophy and goals which are shared by the entire school. Since the school library is actually a part of Holy Angels Parish, all parents and parishioners may have access to the resources in the Library Media Center.

Students may use the Library Media Center when it is staffed by the LMC coordinator or another teacher. Classes arrange for a scheduled time each week for borrowing and returning library materials. Books, magazines, and other resources are borrowed for a period of one week and may be renewed for an additional week, if necessary. Students may be limited with regard to the content of resources which are borrowed. Students are urged to take good care of the library materials and return them on time, or before the date they are due. If an item is damaged or lost, the student will be charged the replacement cost of the item. Parents are asked to join with the LMC staff and teachers in encouraging responsibility for and good care of borrowed materials.

Parents with suggestions or concerns regarding LMC materials should direct these to the LMC Coordinator for consideration. Concerns may also be submitted formally in writing by using forms which are available through the LMC.

Movies and Videos 6163.3:

The instructional use of video recordings and movies shall be limited to those in the LMC catalog or parish resources. All other video recordings and movies must be approved by the principal at least one week prior to showing. The movie rating should be age appropriate. All movies with a rating other than "G" require parent notification at least one week before viewing. The use of videos for entertainment or as a reward must be approved by the principal in advance.

Counseling Services (6164.2):

As part of the Holy Angels education program, counseling services are available to students. A counselor works with students who are referred by the faculty and/or by parents because of educational, behavioral or emotional concerns. Students may request an appointment to discuss or work through a concern or problem. The counselor consults with teachers and parents as the situation warrants.

Classroom teachers also make referrals to the West Bend School District - Exceptional Educational Needs Staff. Through this staff, Holy Angels parents and students have access to professionals in psychological, intellectual, emotional and behavioral assessment. If you have a concern about your child, please feel free to contact the principal through the school office. Services are open to all students in kindergarten through eighth grade.

Special Services (6164.3):

Students requiring learning and/or behavioral adaptations are identified through teacher referral to the Resource Learning Center staff. Parents can also request such a referral by contacting their child's classroom teacher or the principal. The RLC staff, in conjunction with the classroom teacher, will evaluate using formal and informal assessments and establish adaptation and intervention programming where appropriate. In the event that a student's needs require additional information, a second-stage referral to the public school evaluation system may be pursued.

**9000 - OTHER**

Other School-Related Matters (9999):

In all other school-related matters not specifically delineated in the Family Handbook, the decision of the principal shall be final and binding for the current school year.