



*"Learn, live, and love through Jesus..."*

***St. Monica School has been awarded  
Exemplary Recognition  
by the Archdiocese of Milwaukee  
for providing excellence  
in Mission, Community, and Climate.***

# ST. MONICA SCHOOL

## **MISSION STATEMENT**

ST. MONICA PARISH SCHOOL PROVIDES A CATHOLIC EDUCATION TO LEARN, LIVE, AND LOVE THROUGH JESUS.

## **PHILOSOPHY STATEMENT**

- ◆ WE BELIEVE GOD IS PRESENT IN ALL THINGS.
- ◆ WE BELIEVE THAT EVERY CHILD IS A GIFT OF GOD.
- ◆ WE BELIEVE THAT EVERY CHILD HAS THE ABILITY, THE RIGHT, AND THE PERSONAL RESPONSIBILITY TO LEARN.
- ◆ WE ARE COMMITTED TO GUIDING CHILDREN TO MAKE MORAL DECISIONS AND TO BE ACCOUNTABLE FOR THEIR ACTIONS.
- ◆ WE ARE COMMITTED TO PROVIDING A CHRIST-CENTERED ENVIRONMENT WHICH DEVELOPS LOVING RELATIONSHIPS WITH OTHERS.
- ◆ WE ARE COMMITTED TO IMMERSING OUR SCHOOL COMMUNITY IN THE CATHOLIC CULTURE.
- ◆ WE ARE COMMITTED TO HELPING CHILDREN DEVELOP AN INTIMATE RELATIONSHIP WITH GOD.
- ◆ WE ARE COMMITTED TO PROVIDING AN UNDERSTANDING OF CATHOLIC SOCIAL TEACHINGS AND OPPORTUNITIES TO MINISTER WITHIN THE SCHOOL AND THE GREATER COMMUNITY.
- ◆ WE BELIEVE IN THE VALUE OF THE SCHOOL AS A PLACE WHERE FUTURE LEADERS OF THE CHURCH ARE FORMED.
- ◆ WE ARE COMMITTED TO MAXIMIZING THE STUDENT'S POTENTIAL AS PROBLEM SOLVERS AND CREATIVE, CRITICAL THINKERS, REFLECTING GOD'S LOVE FOR CREATION.
- ◆ WE BELIEVE THE HOME, SCHOOL, AND CHURCH ARE INTRICATELY INTERTWINED IN THE DEVELOPMENT OF THE WHOLE CHILD—A CHALLENGED MIND, A HEALTHY BODY AND A FAITH-FILLED SPIRIT.
- ◆ WE BELIEVE THAT ALL MEMBERS OF OUR COMMUNITY ARE TEACHERS AND LEARNERS.

ST. MONICA SCHOOL  
PARENT/STUDENT HANDBOOK  
2006-08

Introduction

St. Monica Parish School achieves its mission through its teachers who express an integrated approach to learning and living, through the faith-community of its parents and students, and through its curriculum.

The St. Monica Parish School curriculum stresses religion, language arts, mathematics, social studies and science. The religion curriculum includes instruction by the homeroom or religion teacher in addition to weekly classes taught by our guidance counselor in grades Senior Kindergarten through eight. This core program is enriched by instruction in art, computers, music and physical education in all grades, and foreign language instruction in grades one through eight. The school program also includes weekly school liturgies or prayer services and educational field trips. The opportunity to participate in instrumental music, athletics and forensics is also available in the upper grades. Curriculum guides are available upon request.

St. Monica Parish School admits students of any race, color, and national or ethnic origin. In compliance with the Civil Rights Act of 1964 and Title IX of 1972, no employee shall be discriminated against on the basis of age, race color, handicap, sex, national origin, ancestry, or marital status in employment practices of personnel.

This handbook contains information for both students and parents regarding the rules and procedures followed at St. Monica School. Please keep this handbook for reference.

Some information is stated as policies developed and approved by the School Board Committee. These policies are identified as such in the handbook, including an adoption or ratification date. Questions regarding these policies can be addressed to any member of the School Board Committee.

Other rules or procedures are developed by the principal and faculty and are included here for your information. Questions or concerns regarding the rules and procedures should be addressed to the teachers or principal.

Rules regarding subjects not addressed in this handbook are determined by the principal and reviewed by the School Board Committee.

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## **Admissions Policy for St. Monica School**

St. Monica School, in complete accordance with the Milwaukee Archdiocesan School Board's policy on admission, "respects the dignity of the child and the child's right to an education." Race, color, sex, age, handicap, nor nationality is to prevent a child from being accepted in the Catholic School. Children of other religions may be accepted unless attendance would cause conflict for the child because of the unique religious philosophy of the Catholic School.

In order that St. Monica School can continue the teaching of the full Christian message and maintain quality education, these criteria for admission will be followed in this order of priority:

1. Children presently enrolled and attending.
2. Children whose parents are registered members of St. Monica Parish or All Saints Parish with family members presently enrolled who have attended at least one academic year.
3. Children whose parents are registered members of St. Monica Parish or All Saints Parish in order of seniority, service, and stewardship, as determined by the pastor.
4. Children whose parents are not registered members of St. Monica Parish or All Saints Parish with family members presently enrolled and attending.
5. Priority registration for Junior and Senior Kindergarten and 1<sup>st</sup> grade students ends February 1<sup>st</sup>. After that time, students in these grades will be admitted on a first-come, first-served basis.
6. All other children, on a first-come, first-served basis

Any special circumstance not addressed above will be dealt with on a case-by case basis by the principal and/or pastor.

Families who desire to transfer their child to St. Monica School must first meet with the principal. The student is then expected to spend an entire day in the school as a visitor. Teachers will observe basic skill performance and social interaction, and standardized tests will be administered. After the visit, teachers will consult with the principal. If it is determined that the school can meet the child's needs, the principal requests the parent's permission to contact the sending school for a confirmation of our observational information. After that, the principal informs the parents of the school's decision to invite registration.

New students admitted to St. Monica School will be placed on probationary status for one year. The school has the authority to determine continued enrollment based upon the student's progress and needs. Transfer students will not be admitted until all tuition balances have been paid to the previous school.

Admission for the following school year will not be granted to students for whom payment of tuition or general fees has not been completed by the end of the current school year. Records, including final report cards, will not be released for students of families with outstanding financial obligations.

Early admission for Kindergarten is not allowed. Junior Kindergarten students must be 4 years old by September 1. Senior Kindergarten students must be 5 years old by September 1.

*This policy was ratified by the School Board Committee 6/98 and amended, 3/99, 6/01, 10/01, 2/04, and 4/04*

## Financial Information

**The tuition schedule is set annually by the School Board Committee and can be found at Appendix B.**

Members of All Saints Catholic Parish, Milwaukee, will be eligible for St. Monica Parish member tuition rates for their children attending St. Monica School.  
*School Board Policy adopted 6/02.*

Tuition does not cover the total cost of educating our students. Tuition is supplemented by a contribution from the Parish, fundraisers sponsored by the Home and School Association, gifts to the school and contributions to the Annual Fund.

Tuition grant money is available through the Parish for parish members. Eligibility is based on financial need and involvement in the parish. Application forms are mailed annually with registration forms. All tuition grants are completely confidential.

### Tuition Payment

Registration Deposit - due upon enrolling child(ren) for the following school year:

- 1 child - \$200
- 2 children - \$250
- 3 or more children - \$300

A \$500 registration deposit is required of new K4 families. *School Board policy adopted 1/04.*

Payment options for tuition balance include in full, semiannual or monthly installments to Tuition Management Services.

### Tuition Refund Policy:

Families who have prepaid tuition and are leaving St. Monica School for any reason will be refunded tuition applicable for any full quarter the student(s) do not attend St. Monica School. An illustration of this is a family that leaves St. Monica School during the 2<sup>nd</sup> quarter. They will be refunded any pre-paid tuition for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. There will be no partial refund for the 2<sup>nd</sup> quarter. *This policy was ratified by the School Board Committee 12/8/2005.*

### Nonpayment of Tuition

Tuition must be paid according to the selection made by the parents when submitting their registration deposit. 50% of the total tuition must be paid by the end of the first semester and 100% must be paid by May 31<sup>st</sup> or student's enrollment may be terminated for nonpayment of tuition. If full tuition is not paid by the end of the school year, report cards will be held and records will not be sent to another school. Graduating students will not receive a diploma until all fees are paid. Registration for the following school year is contingent upon full payment of tuition for the current year.

*This policy was ratified by the School Board Committee 6/02.*

### Additional Expenses Not Covered By Tuition

- There is a per child books/materials fee of \$55.00.
- A one-time field trip fee will be billed in the fall to cover all field trips planned for the school year. This fee includes the cost of participation in the Variety Show and end of year activity.
- There may be occasional collections during the school year in individual classrooms for various charities, and to cover the pro-rated cost of special programs or activities presented at the school.
- Fees for eighth grade activities are set and administered by the parents of eighth graders each year.

## School Calendar

The School Calendar is approved by the School Board Committee on a yearly basis. **Please refer to Appendix C for current calendar.**

Wisconsin Statute 115.01 (10) states that school days are days on which school is actually taught, and the following days on which school is not taught:

1. Days on which school is closed because of inclement weather and days on which parent-teacher conferences are held, not to exceed five days (total for both purposes) during the school year, and
2. Days on which school is closed by order of a health office.

The Department of Public Instruction requires direct pupil contact hours of 437 for kindergartners, 1,050 for students in grades 1 through 6, and 1,137 for students in grades 7 through 12. St. Monica School exceeds the requirement and compares favorably to other parochial and public schools in the North Shore area. In computing the total hours per year of student-teacher instruction time lunch hours, registration day, teacher conferences and the last day of school are not included.

St. Monica schedules 180 school days each year except in the first or second year of the Archdiocesan School Planning and Accreditation process, when the Archdiocesan Office for Schools permits two fewer pupil instructional days. The 2006-07 school year is Year 4 in this cycle, and the 2007-08 school year is Year 5.

## School Schedules and Attendance Procedures

### Absence Due to Illness or Emergency

Children with communicable illnesses should be kept home until they are able to participate fully in all classes and school activities.

Absences must be reported to the school office by a parent or guardian as soon as he/she has determined that the child will not be attending school. A message may be left on the school's voice mail system (332-3660) and should include the following information: student's name, grade, homeroom teacher, reason for absence, anticipated length of absence, and name of person who will carry homework assignments. **Students who are absent more than 3 consecutive days may not return to school without a doctor's excuse.**

Students are expected to complete homework assignments and scheduled tests within a reasonable time after their return to school. Each teacher will take into account the nature of the student's absence, the length of the absence and the nature of the assignment when determining the due date. In grades six through eight, a test missed as the result of a one-day absence must be taken within two days of the student's return to school. If the student is absent two or more days, the test must be taken within a time period equal to the number of days absent.

### Absence Due to Family Vacation

In the past few years, more and more families have taken vacations with their children during school sessions. Such trips have both positive and negative results. Many family vacations combine obvious educational value with enhanced family closeness. However, missing school does reduce learning! Many classroom activities, such as teacher presentations of new processes and information, reading lessons, class discussions and demonstrations, cannot be made up. In grades kindergarten through fifth, children can read, study math facts, or work on a vacation journal while out of the classroom on vacation. Teachers will provide children with make-

up assignments of the type that can be accomplished successfully after the children return to school.

For students in junior high, the following procedure will be followed:

1. Parents will send a note with the student to the student's homeroom teacher stating when the student will be absent from school. This must be done **at least a week** before the intended absence so the child has enough time to contact each teacher.
2. The student is to confer with each teacher and list assignments and notes for each subject. The teacher has the discretion to assign some or all of the missed work.
3. The student is expected to have completed the assignments upon returning to school. The teacher has the discretion to assign additional missed work upon the student's return to school.

The teacher establishes a reasonable time frame for completing make-up tests.

### Tardiness

Parents are requested to notify the office if their child is going to be late as this will avoid undue concern for the child's safety. However, tardiness is disruptive and disrespectful. Students who arrive late in the morning or following the lunch recess will be sent to the school office to obtain a tardy slip. A record of tardiness, excused and unexcused, is maintained for each student and reported on each report card. Parents are to write a note stating the reason for the child's tardiness. Unexcused tardiness in grades four through eight will result in further consequences such as RIB's or stamps.

### Release from Class

Students are not allowed to leave the school premises during the school day without permission from the teacher and the school office. Please try to schedule doctors' and dentists' appointments outside of school time. If an important appointment can only be made during school hours, the student should bring a note from the parents to their homeroom teacher at the start of the school day that identifies the time that the student will be leaving and for what purpose. All students **must report to the office** when leaving and returning to school.

### Leaving During Lunch Recess

At registration, a form is completed which provides permission for a student to go home for lunch on a daily basis. Parents who wish to have their children leave occasionally during the lunch recess must write a note each time, and the student must present the note to the school office, as well as the homeroom teacher, at the start of the school day. If the child's destination is other than their home, they must be accompanied by an adult.

### Daily Schedule

Students are admitted to the school at 8:00 a.m. The tardy bell rings at 8:10 a.m. Students who are not in their classrooms at this time are considered tardy.

Lunch recess is scheduled by grade level:

Grades 1-2 - 11:15 to 12:05.

Grades 3, 4 & 5 - 11:45-12:35; Grade 3 Wednesdays 11:15-12:05

Grades 6-8 - 12:10 p.m. to 12:55 p.m.; Wednesdays 12:00 p.m. to 12:55 p.m.

Morning kindergarten is dismissed at 11:05 a.m. Afternoon kindergarten begins at 12:30 p.m. School is dismissed at 3:25 p.m. On the second and fourth Wednesday of every month, school is dismissed at 2:30 p.m. Bus service is provided on early dismissal days.

Students should not arrive at school prior to 8:00 a.m. or remain on the school property after dismissal unless participating in supervised extra-curricular activities. The school does not assume supervisory responsibility for students until the school opens at 8:00 a.m. or after

dismissal at 3:25 p.m. If this creates a problem, please discuss it with the principal. The school is closed for the day at 4:00 p.m.

## **Recess**

All students have a recess during their lunch period. In addition, students in grades one through five have morning and/or afternoon recess.

Living in Wisconsin means weather challenges. The School Board Committee believes that students should be sent outside for recess unless the weather is very poor (e.g., heavy rain), temperatures are dangerous (temperature or wind chill at zero degrees or below), or the playground surfaces are not conducive to outdoor play. Therefore, parents are reminded that students should have appropriate clothing for the weather, including hats, mittens and boots. When the principal determines that an indoor recess is appropriate, students will participate in supervised activities during their regular recess times.

**Food, including gum, candy and soda, is not allowed on the playground during any recess.**

## **Emergency Closing**

Severe winter weather occasionally necessitates the closing of school. Any emergency closing of school will be announced on radio station WTMJ (620 AM). Listen for either "Whitefish Bay Public Schools" or "Nicolet High School." When either of these school districts closes, St. Monica will also be closed.

## **Academic Success**

### Homework and Tests

Homework is an important extension of the structured class period. For maximum benefits to the child, homework should be accurate and completed on time. All home study, whether written, oral, reading or long-range projects, is intended to extend a pupil's learning.

Homework for a student of average ability should not exceed the following suggested maximum times per night at each grade level:

Primary	30 minutes
Intermediate	60 minutes
Junior High	120 minutes

Time spent on homework includes daily assignments, studying for scheduled tests and quizzes, and working on long-term projects. Teachers consider study time for tests as part of the homework assignment. Students are encouraged to work on long-term projects as time permits, especially on the weekends. "Next-day" homework assignments will not be made over weekends, except in math classes. Students are expected to work on long-term assignments on weekends.

Teachers will not assign homework on nights when the school sponsors an event for the children, such as Sports Night, Christmas Concert, and May Crowning. Homework may be assigned on nights when sports teams participate in practice, league or tournament play.

Parents can be extremely helpful to their children by providing a quiet time and place for home study, and by encouraging their children to complete their assignments carefully. If extremes in homework times are noticed, parents are invited to confer with their child's teacher.

Teachers administer tests in all subject areas as part of the assessment process. Tests can be designed by the teacher or published in conjunction with the textbook used in the classroom. Studying for tests is considered to be part of every student's homework assignment.

Cheating on homework or tests is contrary to the philosophy of St. Monica School and will not be tolerated. Students will not be given credit for work on which they have cheated. In addition, the Discipline Policy provides specific consequences for students who have cheated.

Students are expected to make careful use of their time in class. Students who do not complete work in class, or who do careless work, will be expected to complete the work at home, during recess, study hall or after school.

To encourage students to grow and progress and to prevent an "attendance" rather than performance based promotion, students in grades seven and eight are required to meet minimum standards of academic achievement. In order for a seventh grade student to be recommended for eighth grade placement, he/she must have a cumulative grade point average of 1.67 (C-) for the four quarters of seventh grade. To graduate from eighth grade he/she must have a cumulative grade point average of 1.67 (C-) for the first three quarters of eighth grade.

*This policy of the School Board Committee was ratified, 6/98, and amended, 3/99 and 6/02.*

#### Reporting Student Progress

Report cards are issued at the end of each quarter (K4 and K5 each semester) with specific dates marked on the school calendar. The standards based Archdiocesan form is used for all grades.

**Please refer to Appendix D for detailed information on academic achievement, proficiency standards and learner behaviors.**

Teachers will report on significant learning or behavior problems whenever such problems are perceived. In grades four through eight, mid-quarter progress reports will be issued for students with unsatisfactory work (i.e., work that translates to letter grades of C- through U.)

Grade point averages are calculated for junior high students using a formula which weighs each class by the number of class periods it meets each week. The quarterly GPA as well as the cumulative GPA is printed on the report card.

The Junior High Honor Roll is published after each grading period. Honors are earned by those students whose grades average 3.00 or higher. High Honors are earned by those students whose calculated grade point average is 3.67 or higher.

#### Academic Monitoring Program

Sometimes students are in need of greater academic support than what is offered to the mainstream of learners. Those students whose grade point average is below 2.0 at either mid-quarter (progress reports) or at the end of a quarter (report cards) will be placed in the Academic Monitoring Program. The Academic Monitoring Program is a support mechanism which helps these students become better organized and sets up learning support and a process for them to communicate with teachers on a regular basis. Students will remain in the program for a minimum of two formal evaluation periods, report card to report card or progress report to progress report. Exceptions may be made by the principal on an individual basis. Weekly reports of student progress will be filed by all teachers in the academic areas, and copies of these reports will be sent to parents/guardian on a weekly basis (Monday Folder). Students placed in the Academic Monitoring Program must meet certain criteria in order to participate in co-curricular and extra-curricular activities. See pages 20 and 21 for details.

### Standardized Testing

All Archdiocesan elementary schools participate in the mandatory program of standardized achievement and intelligence testing. Tests used are the *Iowa Test of Basic Skills* and *Cognitive Abilities Test* in grades three, five and seven and the *Wisconsin Knowledge and Concepts Examination* in grade eight. Parents are provided an individual report of their child's performance.

### Exceptional Learning Needs

Children vary in their achievement levels and the speed with which they learn. St. Monica Parish School accommodates the needs of children who learn slowly, as well as children who learn very quickly. Early identification and intervention of cases where academic, medical, emotional or other factors may interfere with a student's greatest growth is deemed an appropriate and important aspect of our school community and philosophy.

If a teacher becomes concerned that a student may be experiencing learning problems, he notifies the parents and meets with the principal and the guidance counselor. They will make an initial decision as to what additional information is needed and coordinate diagnostic testing as appropriate. The guidance counselor, a multi-disciplinary team of public school district specialists, private agencies, or individuals in private practice may administer this testing. Following diagnosis, school employees meet with the parents and, if applicable, other specialists to assist parents in deciding on treatment in our school, elsewhere, or in combination. Records of diagnoses, treatment plans, and parent conferences are confidential and are kept in the student's cumulative file.

Regular classroom teachers or the reading support teacher may carry out treatment in our school. The principal monitors progress of such children over time.

A referral may be made by a teacher, parent, or principal. Referral forms are available from the principal. The purpose of referral is to provide the optimum learning environment for every student. If a student is not achieving, steps may be taken to determine causes and provide recommendations. The combination of procedures used should be determined on an individual basis. Recommendations may range from in-school academic support, further individual testing, modified curriculum, or behavior modification. Recommendations adopted are determined during a meeting of involved parties.

While written parental authorization must be secured for individual diagnostic testing, referral for in-school support may be verbal. Parents will be notified. When a student is referred, a time frame for re-evaluation should be established by the individual following the case.

Data is collected in the following ways:

- School records are reviewed.
- Observation is scheduled, if necessary.
- Teacher observations are collected.
- Parent conference is scheduled, if necessary.
- Ability is assessed with Slosson Intelligence Test.
- Achievement levels are determined using a variety of testing instruments.

A report on individualized testing will be formal and written. It will include summaries of all test scores and interviews. General conclusions from the data could include possible reasons for the problems, e.g., cognitive difficulty, perceptual/motor problems, suspected learning disability, or educational deficit in an academic area. The conclusion should include open-ended recommendations for proceeding with the student. Recommendations are considered by parents and appropriate staff at a group meeting.

A staffing is held, including all involved parties (principal, teachers, tester, parents, guidance counselor, etc.) The report and recommendations are presented at this time. When a decision is made as to which recommendations, revised or otherwise, will be adopted, a date is set to evaluate progress. The time frame is determined on an individual basis.

*Not all Catholic schools in the Archdiocese are able to offer special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for an EEN program relative to Public Law 94-142. Students eligible for placement under P.L. 94-142 should not be enrolled in the Catholic school unless a program is available through the Catholic school that can meet the student's special needs. Whenever there are indications that a child has an Exceptional Educational need, the child should be referred to the local public school Multi-disciplinary Team to determine whether the child is eligible for P.L. 94-142 placement. If a student presently enrolled in the Catholic school is determined to have an exceptional educational need by the local public school Multi-disciplinary Team, reconsideration of his/her continued enrollment in the Catholic school should be reviewed by the school, in consultation with the Archdiocesan Office of Schools.*

Parents of children with Exceptional Educational Needs will be given a copy of the Archdiocesan policy within one week of an Individual Educational Plan (IEP) meeting. The parents will be asked by the principal to sign a statement that indicates that they have read and understand the Archdiocesan policy. The principal, or designee, will monitor the progress of children who have been formally identified as having Exceptional Educational Needs, including periodic conferences with St. Monica School teachers, and attendance at such child's Individual Educational Plan (IEP) meetings.

If the principal, in consultation with teachers at St. Monica School, determines (1) that our school cannot provide a program that can meet the special needs of a child with a disability, based on the recommendations of public school educational specialists at an IEP meeting, or if (2) a student's presence here is detracting from the instruction provided for other children, or if (3) a student's presence here is a safety hazard for him/herself or other children, then that child's enrollment at St. Monica School will be terminated. Information as to grievance procedures will be furnished to parents upon request.

## **School Uniforms**

St. Monica Parish School has a long tradition of student uniforms. The purpose of the uniform is twofold: 1) simplify the matter of student attire by removing the competitive nature of clothing; 2) promote an identity with the school. Although the dress code provides many options in choices, all students are expected to be neat and clean in appearance. If problems in meeting school standards persist, parents will be notified. There will also be three Dress Uniform Days during the school year, Rice Bowl Day, Ash Wednesday and Catholic Schools Week Mass; dress uniform requirements are designated by an asterisk under the Dress Code listings.

### Uniform Suppliers

The Uniform Place  
811 North 68th Street  
Milwaukee, WI 53213  
Phone: 414-258-7888

Land's End School Catalog  
  
Land's End Inlet  
8777 N. Port Washington Rd.  
Fox Point, WI 53217  
Phone: 414-247-8880

Uniform suppliers can provide information on plaid and style information for girls' jumpers and skirts. School sweatshirts and gym shirts are sold on Registration Day. A limited supply is available in the school office during the school year. Home and School Association sponsors a

Uniform Resale at the end of the school year. Information regarding the Uniform Resale is printed in the *Weekly Reminder*.

Tailored slacks and walking shorts are available at the Uniform Store, Lands End (catalogue), Boston Store, Sears, JC Penney, Kohls Department Store, Old Navy, Eddie Bauer and Target.

#### Dress Code - Girls

\*Dress Uniform: skirt or jumper, blouse, stockings, optional sweater

Jumper: (K4-5<sup>th</sup> grade): Uniform Plaid (The Uniform Place)

Skirt: (6<sup>th</sup>-8<sup>th</sup> grade): Uniform Plaid (The Uniform Place)

Slacks: Navy blue tailored slacks, twill or corduroy

Shorts: Navy blue tailored walking shorts (minimum 8" inseam, no longer than the knee)

Blouse: Collared long or short sleeved, tail long enough to tuck in, including button front blouse, polo style, turtleneck or mock turtleneck (No logos or brand names are to be visible.)  
Solid colors: white, light blue, navy or red.

Sweatshirt: St. Monica School Sweatshirt

Sweater: Sleeveless vest or long sleeved with crew neck, v-neck, turtleneck or cardigan with crew neck.  
Solid colors: navy or red

Stockings: Knee-high or ankle length socks, tights or leggings  
Solid colors: navy, white or red

**Length of jumpers and skirts shall be no shorter than two inches above the top of the knee.**

#### Dress Code - Boys

\*Dress Uniform: slacks, shirt, socks, and optional sweater

Slacks: Navy blue tailored slacks, twill or corduroy

Shorts: Navy blue tailored walking shorts (**no longer than the knee**)

Shirt: Collared long or short sleeved, tail long enough to tuck in, including: button front shirt, polo style, turtleneck or mock turtleneck (No logos or brand names are to be visible.)  
Solid colors: white, light blue, navy or red

Sweatshirt: St. Monica School Sweatshirt

Sweater: Sleeveless vest or long sleeved with crew neck, v-neck or cardigan with crew neck  
Solid colors: navy or red

Socks: Ankle length  
Solid colors: red, white or navy blue

#### Unacceptable Attire

- Shirt under uniform shirt that is not solid color (red, white or blue)
- Sweaters or sweatshirts worn without collar of shirt showing
- Leggings worn as slacks
- Denim or jeans style slacks or shorts
- No socks or "invisible" socks
- No shoes

- Shorts longer than top of knee
- Torn or dirty clothing
- Cargo, low rise, or flared pants
- Shirt tails not tucked in

Students are expected to be well groomed at all times. Distracting hairstyles, unusual adornments (including earrings on boys) or large pieces of jewelry will not be permitted. Homeroom teachers in K4-3<sup>rd</sup> grade will address uniform issues with parents. Students in grades 4-8 are expected to assume more responsibility for their appearance and will be held accountable if not dressed appropriately. Parents will be notified by the principal if problems persist.

### Gym Uniforms

Boys and girls in grades 4 through 8 are required to wear a uniform for physical education class. The uniform consists of solid black gym/soccer style shorts and a red St. Monica School t-shirt. T-shirts are sold on Registration Day. Any solid color black shorts are acceptable.

Gym t-shirts may also be available at the Uniform Resale and in the school office.

### Non-Uniform Days

Approximately once a month a non-uniform day is scheduled. This may be a casual dress day or a spirit day. Acceptable attire for casual dress days includes jeans, khakis, t-shirts or other play clothes. Students will be expected to wear their uniform if they choose to not participate in the spirit day theme. No profanity or other suggestive material on clothing is ever appropriate. Students are still expected to be well groomed and clean; torn, overly baggy or too short are not appropriate.

Students may also choose to dress casually for their birthdays or half birthdays. If this falls on a weekend or day off from school, the child should arrange a day with his/her homeroom teacher. *This School Board Committee policy was revised 6/03.*

## **Discipline**

The entire staff of St. Monica School has the goal of establishing and maintaining a Christian atmosphere throughout the school in which children will feel safe, secure and happy, as well as have the maximum opportunity to learn. The following procedures are used in a progressive approach to avoid inappropriate behavior while maintaining a positive learning environment for our staff and students.

### Sequence of Disciplinary Action

#### 1) Teacher Alternatives

K4 - 3<sup>rd</sup> grade - Teacher reprimands or discussions for inappropriate actions.

4<sup>th</sup> & 5<sup>th</sup> grades – Consequence/reward system

6<sup>th</sup>- 8<sup>th</sup> grade - Teacher reprimands and/or issuance of RIBs (Reminder of Inappropriate Behavior, see *Consequences*).

#### 2) Teacher-Parent-Student Involvement

K4 – 3<sup>rd</sup> grade – Continued inappropriate actions will lead to:

- Phone call or letter to parents
- Conference with parents and teachers, which may also include the student at the teacher's discretion
- Contract or plan to correct inappropriate behavior

4<sup>th</sup> & 5<sup>th</sup> grades – not allowed to participate in reward time and /or after school detention

6<sup>th</sup>- 8<sup>th</sup> grades – Issuance of SAT (Self-Assessment Time, see *Consequences*)

- 3) Principal Involvement:  
Serious infractions or continued misbehavior at all grade levels will lead to:
- Review of past history and investigation of evidence at hand by the principal
  - If the principal deems it necessary, a meeting with parents, student, and teachers
  - If the principal deems it necessary, the development of a plan with parents, student, and teachers
- 4) Probation. A student will be placed on probation for a trial period by the principal. After conferences are held with the student's parents or guardian, the principal sets conditions for release from probation. The principal's decision is final.
- 5) Suspension. A suspension will be authorized by the principal. The principal may choose from:
- *In School Suspension:* Not to exceed five days. Suspension of a child's privilege to be a participant in classroom activities. Parents will receive prior notice of such action. The child will be given a quiet place to work within the school setting. Parents must accompany the child back to school for re-admission. It is the student's responsibility to make up tests, quizzes and homework missed during the suspension. The student is responsible for adhering to timelines for make-up work and tests as established by the teachers.
  - *Out of School Suspension:* Not to exceed five days unless written notice of 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. Parents will receive prior notice of such action.) Parents must accompany the child back to school for re-admission. It is the student's responsibility to make up tests, quizzes and homework missed during the suspension. The student is responsible for adhering to timelines for make-up work and tests as established by the teachers.
- 6) Expulsion. By definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

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

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

The Archdiocesan Superintendent of Schools is informed before any action leading to expulsion is taken.

An expulsion can take place only after an expulsion hearing has been held before the Parish Grievance Committee:

- Parents/guardians will be notified in writing at least 5 days before the hearing is scheduled to take place.
- Before the hearing parents are informed they may voluntarily withdraw the student up until the time the final disciplinary action that is approved takes effect
- The expulsion hearing is not a legal proceeding, 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 hearing committee makes a recommendation to the pastor to expel, suggest other disciplinary actions in lieu of expulsion, or exonerate the student of any wrong doing
- If the decision to expel the student is made, parents are notified in writing, of the action. The right to appeal is made known to the parents.
- The parents/guardians or student may appeal the expulsion to the Archdiocesan Superintendent of Schools within five school days.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not

*Archdiocese of Milwaukee Policy 5144 (d), (e), (f)*

### Consequences

The focus of the discipline policy at St. Monica is respectful behavior, responsibility for one's actions and spiritual growth in one's life. This is a multifaceted approach. Positive behavior is promoted with recognition and rewards. However, at times students will choose inappropriate actions which will result in consequences that we feel will help them grow and develop into responsible young adults. Because we are a Catholic school, the spiritual growth of our students will always be at the heart of our program. Our major focus is the positive growth of our students.

In the 6<sup>th</sup> through 8<sup>th</sup> grades, teachers will issue consequences based on the seriousness of the infraction. The consequences for inappropriate behavior fall into the following categories:

*Reminder of Inappropriate Behavior (RIB)* is issued for minor infractions, mainly not following school rules. Five RIBs in one calendar month result in an SAT.

RIBs may be issued for the following infractions:

- In building during lunch, no pass
- In building before school, not on way to/from teacher's room
- Tardy in morning
- Not responding to bell at lunch
- Failure to return signed material on time (Monday folder, tests, etc.)
- Excess noise in hall during class time
- Inappropriate classroom behavior
- Passing or writing notes
- In class without proper materials, including textbook or notebook
- Misbehavior in lunchroom, on a field trip, or during an assembly

Self-Assessment Time (SAT) should be thought of as a serious consequence for inappropriate behavior *that is unkind or disruptive*. An SAT may be preceded by a warning or may be assigned without warning in the case of extreme or dangerous misbehavior.

SAT's may be issued for the following infractions:

- Cheating
- Fighting
- Lying
- Acting in an unsafe manner in regard to self or others
- Misuse or abuse of property
- Name calling or ridiculing others or unkind teasing  
(list continued on next page)
- Swearing
- Disrespectful behavior toward a teacher
- Not returning the signed SAT form
- Violation of school wide rule

Self-Assessment Time is held on Thursdays from 3:40 to 4:40. A student will not be excused except for a previously scheduled doctor/dentist appointment or the student's absence from school that day. If Thursday is the day before a school vacation, SAT is scheduled on the previous Wednesday or Tuesday. If a student feels the SAT is not justified, he or she may make an appointment with the teacher involved for further discussion.

Two Sat's in a 30 day period result in the student's suspension from all school related activities for a period of seven consecutive days. School related activities include, but are not limited to, sports practices and games, field trips, Student Council meetings and activities, forensics, chorus, and non-uniform days. The suspension will begin immediately unless otherwise noted by the principal. Two SAT's earned anytime during the school year for the same offense will result in an in-school suspension. Continued or repeated misbehavior may result in further suspensions from school and possible recommendation of expulsion.

### **Property Damage**

Parents will be notified of any damage by their children to parish property. In addition to disciplinary action outlined above, the cost of damage, whether accidental or purposeful, is expected to be reimbursed by the student or by the student's parents.

### Criminal Offenses

Disciplinary action will be taken against any student involved in all criminal offenses on school or church property. Criminal offenses include, but are not limited to, assault with intent to do bodily harm, extortion or theft, possession, use or sale of alcoholic beverages or illegal drugs, arson, sexual assault or gambling on school or church property. Depending on the seriousness of the criminal offense, the student may be expelled or suspended. In any case, the proper authorities will be notified.

### Right to Search

School desks, coatrooms, and lockers are the property of the school, and at no time does the school relinquish its control of these spaces provided for the convenience of students. Periodic inspections of desks, coatrooms, and coat closets may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

*A subcommittee of the School Board Committee with the participation of teachers and the principal developed discipline policies. These policies and procedures were documented by the subcommittee for inclusion in this handbook. The School Board Committee reviewed and approved all policies during the 1997-98 school year. The policies are also in compliance with Archdiocesan policies.*

### **Field Trips**

The primary mission of St. Monica School is to educate our children within the context of a Catholic culture. Field trips are an appropriate part of this mission when they are consistent with the curriculum and objectives for the participating class. Well developed trips add a dimension of experience above and beyond what the classroom can provide.

Extended (overnight) field trips can also offer enriched learning opportunities. Archdiocesan policy guides the operation of these trips. Written policy is available upon request in school office. When an extended field trip is planned, care shall be taken to assure that moral principles are not challenged. Teachers and parents shall reinforce proper behavior with the students prior to the trip. Teachers, parents and chaperones shall carefully monitor behavior with established consequences given. A positive alternative plan shall be offered to those students who do not participate in the extended field trip.

(Detailed philosophy regarding extended field trips adopted by School Board Committee 11/13/00 is available in the school office.)

Field trips are a privilege. A student whose previous behavior indicates potential danger to self or others may be denied permission to attend field trips.

## **Requests for Teachers**

Parental requests will be considered by the principal only if accompanied by pertinent information from the child's physician or psychologist. It is inappropriate for requests to be made to a teacher, either formally or informally.

Homeroom and academic groupings are created by teachers taking into account the academic, personal, social, and emotional needs of the children they have worked with for an entire year. Teaching style of receiving teacher is also considered. They look for the best environment, created by the teacher and mix of children, which will enhance each child's welfare and learning.

## **Guidance Counseling**

St. Monica employs a full time school counselor, to provide guidance for all students. The counselor will see students individually, facilitate small groups and provide a developmental guidance program with classroom activities for all students. The school counselor works with teachers, administrators, community agencies, and parents to help children achieve their fullest academic, social and emotional potential. Parents are invited to contact our guidance counselor with any concerns, input, and/or requests of assistance regarding their children.

## **Confidentiality**

In working with children and families as closely as educators are called upon to do, sometimes there are issues of a private and sensitive nature which must remain confidential. Faculty and administration are bound to protecting that confidentiality.

## **Health Room/Medication**

The school health room is staffed by volunteers who may or not be trained health care personnel. All volunteers follow Red Cross guidelines. The purpose of the health room program is to provide first aid for minor injuries and administer medication provided by individual families.

It is the policy of St. Monica School, along with the recommendation of the State Department of Public Instruction, that any and all medications that must be taken at school are to be administered by the health room volunteer, when there is one in attendance. When a health room volunteer is not present, the school administrative assistant will administer medication.

**Prescribed/non-prescribed medication** must be brought to the school administrative assistant or health aide by the parent or other responsible adult. The bottle must be labeled with the name and telephone number of the pharmacy, name of physician, student's name, name of drug, frequency, and dosage to be given. **Non-prescription medication** must be in its original container and labeled with the student's name, dosage and frequency information.

A written statement of the "Medication During School" form is required from the parent authorizing the health room volunteer or school administrative assistant to give this medication. This form also gives permission for the school to contact the physician directly if more information is needed to exercise prudent judgment for the safety and protection of the student. This form can be

completed at school registration in the fall or in the school office whenever necessary. A new form is required at the start of every school year. A second form authorizing non-prescription medication is also kept on file. The health room volunteer or administrative assistant will chart the date, time, amount and type of medication administered. Medicine will be stored in a locked cabinet in the school office or in the refrigerator in the Health Clinic.

## **Use of Pre-recorded Material in the Classroom**

Pre-recorded material includes video tapes, CD's, movies, film strips, audio tapes, laser discs, LP albums, cassette tapes and computer software. Pre-recorded material may be commercially produced for sale to the general public, for distribution to educational institutions for instructional purposes, for distribution as a sales or propaganda tool, or may be locally produced or copied from television, radio or another media source. Pre-recorded material may be used for instructional purposes or entertainment.

A teacher wishing to use pre-recorded material for any reason must be familiar with its content and must keep a log or written record listing the date, material used and purpose. The use of pre-recorded material for educational purposes must always be consistent with the goals of the instructional unit. Commercial movies shown in school classrooms must be G-rated. Teachers may not show movies rated PG or greater without the permission of the principal.

If a teacher wishes to use material which deals with a sensitive subject, or which contains graphic material, the teacher will inform the parents in writing at least 5 school days prior to the use of the material. Parents who request it will be given the opportunity to review the material prior to its use. Parents may request that their children be excused from the presentation of sensitive material without penalty to the students. Sensitive material includes the following topics: human growth and development, racism, capital punishment, death.

*This School Board Committee policy was adopted 6/10/97.*

## **Extracurricular Activities**

St. Monica School provides many extracurricular activities. They include, but are not limited to the following: athletic teams, Student Council, chorus, band, and forensics.

### Extracurricular Activity Eligibility

Students who participate in extracurricular activities must maintain academic eligibility and abide by all of the rules that pertain to the activity. **Students who miss one-half of the school day or more may not compete in extracurricular activities that day.** Participation in extracurricular activities is a privilege. The eligibility policy has been designed to emphasize the importance of maintaining an acceptable academic record in addition to participating in an extracurricular activity. It also provides opportunities for review of the student's academic record so that ineligibility is considered a realistic opportunity for improvement and not a punishment.

If a student has a grade point average below 1.5, he/she will not be eligible to participate in extracurricular activities until the next formal evaluation period. **Ineligible students are not allowed to be on the premises of any practices.**

If a student has a grade point average of 1.5-1.99, his/her eligibility will be determined on a weekly basis as part of the Academic Monitoring Program. (See p. 11 for explanation of Academic Monitoring Program.) Acceptable work must be done in all monitored classes and absences may not exceed one day per week. Acceptable progress includes: a minimum of "C" level work; homework, projects, absent work done on time; positive effort in class. If a student is deemed ineligible, he/she is not permitted to participate in practices, meetings, rehearsals or games. Weekly eligibility runs from Monday through Sunday.

*This School Board Committee policy was adopted on 11/11/97 and amended 12/00 and 6/02.*

### Athletic Programs

Nickname for school's athletic teams changed to Raiders.

*(Adopted by School Board Committee 11/13/03)*

The Athletic Sub-committee of the School Board Committee, in cooperation with the principal, oversees the athletic programs at St. Monica School. The Athletic Director is charged with administering the policies proposed by the Athletic Sub-committee and approved by the School Board Committee.

The Mission Statement of the Athletic Sub-committee states: *The Athletic Program provides competitive opportunities for personal and athletic growth as an extension of the comprehensive learning experience of all St. Monica students.*

The structure of the committee is as follows:

7-member committee with 2 members from the Booster Club, 1 from Buildings and Grounds, 1 from Home & School, 1 from the School Board Committee, 1 at-large member appointed by the SBC, and the Athletic Director.

The goals of the Athletic Program are:

1. To provide an opportunity for all students to participate regardless of athletic ability or talent.
2. To enable students to enjoy and appreciate various sports activities both as participants and spectators.
3. To help students recognize their own and other students physical and athletic capabilities and talents.
4. To teach students to become knowledgeable about the rules and regulations governing each sport.
5. To teach students new athletic skills and to offer opportunities for improving those skills previously acquired.
6. To provide students opportunities to exemplify and observe good sportsmanship.
7. To teach students sound habits of health, hygiene and safety.
8. To aid students in developing an understanding that participation in athletics is a privilege which carries responsibilities.
9. To provide an additional opportunity to meet each student's need and desire for competition.
10. To promote school and team spirit.

### Athletic Programs Participation Requirements

Sign-up sheets for grades 5-8 in all sports are available on Registration Day. Students are asked to sign up no later than the first scheduled practice. This allows for adequate pre-season practice time for all participants and adequate time to set team rosters if more than one team is created at a grade level. The Athletic Director may request that students playing volleyball sign up in the spring preceding the next season in order to determine the number of teams to enter in the league.

In order to participate in games or practice, a student must turn in to the Athletic Director:

- Evidence of a physical exam by a qualified physician
- Permission slip signed by a parent
- Pay the established fee

*This policy was reviewed and ratified by the School Board Committee 6/98.*

Students in grades 5 through 8 may participate in these league sports:

Grades 5 and 6	Boys and Girls Cross Country, Girls Volleyball (fall), Boys & Girls Basketball (winter), Boys and Girls Track (spring)
Grades 7 and 8	Boys and Girls Cross Country, Girls Volleyball (fall), Boys & Girls Basketball (winter), Girls Softball , Boys and Girls Track (spring)

Participation in the athletic program is limited to students attending St. Monica Parish Day School. If the participation level from the day school is not sufficient to adequately field a team, exceptions to this guideline would be made if the team is a cooperative effort with another member of our league affiliation.

All students play on a team made up of participants from the same grade level, unless there are not enough players to form a team for a grade level. In that case, students from two grade levels may be combined and entered in the league at the higher of the two grade levels (i.e., 7<sup>th</sup> and 8<sup>th</sup> graders on a combined team play at the 8<sup>th</sup> grade level).

*This policy was reviewed and ratified by the School Board Committee 6/98 and amended, 3/9/99, 6/5/01 and 6/02.*

#### Athletic Fees

Each sport carries a participation fee as determined by the Athletic Subcommittee. For families with multiple students participating in the athletic program, there is currently a family maximum fee amount of \$100 per family per year. Parents may contact the principal if this fee causes a financial hardship for a family.

The costs of the Athletic Program not covered by fees are completely covered by the Booster Club, which raises funds within the parish through special collections and special events. The Booster Club operates independently of the school administration and the School Board Committee. The Booster Club appoints two voting members to the Athletic Sub-committee.

*This policy was reviewed and ratified by the School Board Committee 6/98 and 6/02.*

#### Athletic Programs Playing Time

All participants in athletics will receive equal time and attention in practice. Players will not be cut because of lack of skill. Participants who practice regularly, diligently, and cooperatively will play in competition according to the policies established by the School Board committee for league play in each sport.

- 5<sup>th</sup> grade: All participants will play equal amounts of time
- 6<sup>th</sup> grade: All participants will play at least one half of every game
- 7<sup>th</sup> and 8<sup>th</sup> grade Basketball – at least one quarter of every game
  - Softball – at least two innings of every game
  - Volleyball – at least one-third of a three game match

Whenever a 7<sup>th</sup> grade basketball team has fewer than ten players, they must play at least one quarter in the 1<sup>st</sup> half. Teams with more than 10, playing time must be one quarter in the second half. Whenever an 8<sup>th</sup> grade basketball team has more than ten players, then required playing time is at least one quarter every other game.

Special rules are used when teams are split by ability. See Division of Teams for more information.

There is no guaranteed playing time in tournament games.

If an athlete misses practice, or is a behavior problem, the coach has the discretion to adjust playtime appropriately.

Students who miss one-half or more of the school day may not practice or compete in the sports program that day. Students excused from physical education class for physical or medical reasons may not practice or compete in the sports program during the period of time for which they are excused.

*This policy was reviewed and ratified by the School Board Committee 6/98 and amended 6/13/02.*

#### Selection of Teams for A/B Designation

When the number of players is sufficient that there is a need to divide teams by talent and league is providing an A/B division, the division of teams will follow a consistent format for all sports. The selection of teams based on talent will only be for grades 7 and 8.

For the selection of teams based on talent, the division of teams will follow these guidelines:

- Two scheduled days will be used for the selection process.
- A portion of that process will include game type conditions.
- There will be three judges with at least two outside individuals used in the selection process, one of those individuals may be the athletic director. Coaches may assist in running the tryouts but may not be involved in the selection process.
- Each individual will be rated on scale of the top 4-5 skills for that particular sport.
- A scale of 1-5 will be used to rate each of the players.
- The three judges will then assemble the two teams with the intention that the "A" team will be the stronger squad.
- With regard to tiebreakers, the athletic director will have sole discretion to make a determination when two or more athletes' total rated scores are equal.

*This policy was approved by the School Board Committee 5/98 and amended 6/02.*

#### Chorus

Our music program features opportunities for students to perform in both sacred and secular productions. Fourth and fifth grade chorus brings song and dance to life in production numbers from musical theatre with a Broadway flare. Students perform in our school Christmas Concert and Spring Showcase.

#### Forensics

Sixth, seventh and eighth grade students may participate in the school forensics program. Interscholastic competition is scheduled for several forensic classifications, including prose, poetry, oration, demonstration and extemporaneous speaking. Forensics practice is held at lunch and after school. Meets are held on weekends.

#### Student Council

The Student Council provides a source of communication between the students and the faculty/staff, and coordinates campus ministry projects, fundraisers and social activities. Student Council is comprised of students in grades 5 through 8. Active participation is required and defined in the Student Council by-laws.

#### Band

In addition to their regular vocal music classes, students in grades 4 through 8 may elect to take instrumental music lessons during the school day as a part of the band program. Parents of participating students contract with a private band instructor.

## **Communication**

### Weekly Reminder

The official written communication vehicle of the school is the *Weekly Reminder*, a publication of the Home and School Association. The *Weekly Reminder* is distributed on the first school day of the week, usually Mondays, and includes a calendar for the next two weeks and special notices from school and parish organizations. Each family designates a mail carrier, who is responsible for bringing home the *Weekly Reminder* and other written notices from the school.

### School Website

The school website provides a variety of information including School Board Committee minutes, *Weekly Reminder* and attachments, lunch menu, Junior High Homework website, individual teacher websites, etc.

### Parent-Teacher Conferences

Conferences are held once each semester. In addition to these conferences, parents are encouraged to communicate with staff members any time they have questions or concerns. Parents can do this by sending a note or calling school and leaving a voicemail. All teachers have voice mail on which parents can leave a message, ask a question or request a time for a conference. As a courtesy, please do not call teachers at home unless you have been asked to do so specifically by the teacher. If you prefer to e-mail a teacher, please check first to determine if he/she utilizes this form of communication.

All problems with a child should be addressed to that child's teacher. This is the preferred procedure for resolving problems at school:

- Schedule a conference with the homeroom or subject teacher
- If the problem is not resolved, schedule a conference with the principal
- If the problem is still not resolved, contact a School Board Committee co-chair to discuss the possibility of having the problem resolved by the School Board Committee. The School Board Committee can take action on any item of school life that is covered by a policy as defined in the handbook. The School Board Committee may consider developing a policy where none exists.

If you wish to confer with the teacher or principal, please schedule a time that is mutually convenient.

In the primary grades, each homeroom teacher has a system for sending written communication to the parents. The amount of information that is sent to the parents varies by grade level. In the Intermediate and junior high grades, a folder is sent home every Monday with every student. The folder may include the student's returned work from each teacher and any other communication from the school or teacher. The folder must be signed by the parent and returned to the homeroom teacher on Tuesday morning. Signatures on individual papers or tests may also be required. The signature indicates that the parent has received the folder and reviewed the work that was signed. Grades 1-3 send a Daily Home Folder.

### Parent Complaints

The faculty and principal recognize that there are times when parents are dissatisfied with a situation involving the school. The school and the Archdiocese have developed procedures for parents to use whenever there is a disagreement that cannot be resolved with the child's teacher, coach or other staff member.

Parents should make every attempt to resolve the problem directly with the teacher, coach or staff member involved. If there is no possibility of reconciliation with the employee, then parents should arrange to meet informally with that employee's supervisor, who is usually the principal.

At St. Monica School, these are the supervisory relationships that are maintained:

- 1) The Principal is the supervisor of all teachers and school staff, athletic director, and development director
- 2) The Athletic Director is the supervisor of all coaches
- 3) The Pastor is the supervisor of the principal and maintenance staff

### Grievance Procedure

Complaints that cannot be resolved are termed grievances and become subject to the Archdiocesan *Grievance Procedure for Parents* as it applies to elementary schools.

#### Step 1:

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

#### Step 2:

If resolution does not occur in the informal meeting or Step 1, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1.

The pastor will call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

- The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here).
- The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
- The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

#### Step 3:

If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in Step 1 to the committee. The committee, appointed by the pastor and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is a consensus of all parties, the process is concluded. If resolution does not occur a final Step 4 may be initiated.

#### Step 4:

Should resolution not occur through Steps 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for parishes will convene the grievance committee and chair its proceedings. Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved. The findings of the grievance committee will be communicated to all parties involved. Upon such communication, the work of the grievance committee will be closed.

*Archdiocesan Policy # 1312 (a), (b)*

## **School Security**

St. Monica School encourages parents to visit school. Not only are we pleased to have them visit classrooms and talk with teachers, but we rely upon their involvement in school and class activities. We take pride in the fact that a typical school day finds not only students and teachers in the hallways, but parents and family members as well. Unfortunately safety in the school can no longer be taken for granted. We have a responsibility for the safety of our students and staff, therefore school doors are locked after 8:30 a.m. Entry may be gained to the school by utilizing the security identification system at the gym door and Santa Monica Blvd. entrance directly across from the school office. All parents and other visitors are to report to the school office upon arrival.

## **Textbooks**

St. Monica School purchases textbooks for students to use during the school year. Some books, such as spellers, vocabulary books and religion workbooks are consumable and are not returned at the end of the year. Hard cover textbooks remain the property of the school. A student will be expected to reimburse the school following the loss or severe damage to a textbook. Textbooks must be covered and marked appropriately with the student's name.

*This policy of the School Board Committee was ratified 6/98.*

## **Lost and Found**

Children and parents should check for lost books and clothing in the lost and found area located in the basement stairwell of Door 3 (gym entrance). It is strongly recommended that all books and clothing be clearly marked with a student's name to aid in identification. Unclaimed items are periodically removed from the lost and found area. Clothing items are donated to charity. An announcement will appear in the *Weekly Reminder* prior to cleaning the area.

## **Bus Service**

Bus service is provided to students living in designated areas of the Nicolet School District. The bus company is chosen by the public schools. Riteway Bus Company will provide service for the 2006-07 school year. Questions regarding routes and pick up/drop off times, including late or missed service, should be directed to the bus company at 414-438-5400. Please do not call the school office.

Students riding the bus are expected to go directly to a seat and remain seated during the ride, talk quietly while on the bus, not eat or drink on the bus, keep the bus clean and obey the driver at all times. The bus company may discipline students who break these rules beginning with assigning seats and up to refusing to provide service to the student. The bus company will also report behavior problems to the school which may choose to further discipline students using RIBs, SATs or suspensions, as appropriate.

Students who do not regularly ride the bus may accompany a regular bus rider if space is available. The parent must provide a note to the school office giving permission for his child to ride with another student on that day. Occasional riders are expected to follow all rules and will be subject to the same disciplinary actions.

## Bicycles

Students who ride bicycles to school must know and observe traffic laws and sensible safety precautions. Bicycles must be licensed and locked to minimize the chance of loss by theft. Students are strongly encouraged to wear helmets. Bicycles must be walked on the playground and parking lot. Bicyclists are expected to follow the directions of the school crossing guards.

## Privately Transporting Students for School Activities

Drivers of private vehicles must complete a designated form for drivers when providing transportation to students, other than their own children, for a school activity.

## Pedestrian/Vehicle Safety Rules and Procedures

Before school, after school and during the lunch recess, children may cross Santa Monica Boulevard only at Silver Spring or Lake View where there are crossing guards. **Students are not permitted to cross the street in front of the school entrances on Santa Monica Boulevard.** During the school day, orange safety cones block entrance to the playground area. Parents are not permitted to drive around or through the cones.

The process to be followed when dropping off students on the west side of the building is as follows:

- Enter from Lake View in a line of cars heading south
- Stop and discharge children at column entrance
- Follow path between cones to exit parking lot

**Parents of K4 students may park in the designated area if you wish to accompany your child to the K4 kindergarten classroom.**

The process to be followed when picking up students on the west side of the building is as follows:

- Enter from Lake View in a line of cars heading south.
- Make a U-turn near the garage.
- Stop your car and wait in a line heading north.
- Children will exit or load from the passenger side of the car; when picking up, do not allow children to cross the north-bound line of cars to reach a car still in line.
- Pull out to the left, as you would exit from a regular curbside.
- Follow the crossing guard's directions when exiting the parking lot onto Lake View.

**Do not leave your vehicle unattended in line.** If you must go into the school, park your car in a marked space on the west side of the parking lot.

Parking on the west side of Santa Monica Blvd. is restricted to 15 minutes during the school day. However, **this area is restricted from 7:45 a.m. to 8:15 a.m. to drop off only – no parking is permitted at this time.** The space immediately in front of the school is reserved for school buses only. Be cautious when pulling out around the buses.

**Never allow your child(ren) to cross Santa Monica Boulevard without being escorted by you or the crossing guard.**

Parent-Student Safety Rules were created by the Safety Committee. All families are expected to sign and abide by the guidelines outlined in the rules provided at registration.

## Computer and Telecommunications Policy

Computing, data storage and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students and employees of the school. The equipment, software and network capacities provided through school computer services are, and remain the property of, the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using e-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national and world events.

Examples of inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school e-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's computer resources.

Access to the school's e-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Students may not access the Internet without direct teacher supervision.
- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address to send e-mail or

similar electronic communications is prohibited and may subject the individual to disciplinary action.

- All users must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The school reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's computer hard drives or computer disks which are purchased by the school are considered the property of St. Monica School

This agreement applies to stand alone units as well as units connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the principal regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software. *(Archdiocesan Policy 5/5/98)*

### **Inclusion of home schooled children in art, music, physical education classes**

In order for a child that is being home schooled to be permitted to attend art, music and/or physical education classes the following conditions must be met:

- Child has previously attend St. Monica School for at least one year
- Class size will not exceed the enrollment cap of 25 students
- The principal, after consultation with teachers in these specific areas, agrees the addition of the child in the classroom will be a positive experience for all the children in the class
- Continued enrollment contingent upon appropriate behavior, reviewed on quarterly basis
- No formal reporting – child will not receive a report card
- Tuition will be prorated
- Family must be members of St. Monica Parish or All Saints Parish

*Adopted by School Board Committee 6/10/04*

### **Additional School Rules**

- Gum chewing is prohibited in the school building or on school grounds at any time.
- Rollerblades are not permitted on the school grounds unless specifically included as sports equipment for a supervised school activity.
- Smoking is prohibited in the buildings and on the grounds of St. Monica Parish.
- Alcohol and drug use are prohibited on school or church property. Alcohol and drug use includes possession, distribution, use of, or being under the influence of, alcohol or any controlled substance and possession of drug-related paraphernalia.
- Electronic Devices: Students are not to bring personal electronic devices to school. This includes cell phones, portable CD/tape players, electronic games, radios, etc. The school is not responsible for the safety of such items and believes they distract from social interaction. Items will be confiscated and must be claimed in the school office at the end of the day. Additional occurrences will result in the items being held until the end of the school year. (Exceptions for cell phones to be left in the school office will be made on an individual basis.)

*This School Board Committee Policy was adopted 6/03.*

- Pornographic Material: Possession of any type of pornographic material or material advocating violence is forbidden. This includes, but is not be limited to, printed material

(books, magazines, material printed from Internet), audio or video CD's/tapes. Consequences include parent notification and possible suspension/expulsion. *This School Board Committee Policy was adopted 6/03*

- **Weapons:** The possession of weapons or "look alike" weapons (gun, knife, razor, karate stick, metal knuckle or any other object which by the manner in which it is used or intended to be used is capable of causing bodily harm) on school or church property could result in the immediate removal of the offending student by expulsion at the discretion of the principal.

The federal government enacted the Gun Free School Zones Act in 1990.

The law states:

*It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000.00, imprisoned for not more than 5 years, or both.*

*This policy was ratified by School Board Committee as a part of its review of discipline policies during the 1997-98 school year.*

## **Pets in School**

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals. The principal, for special educational events such as St. Francis Blessing of the Animals, High Interest/Career Day, or "Care for Critters", may grant exceptions.

*Adopted by School Board Committee 5/12/05*

## **Lunchroom Procedures**

Our lunch program is federally subsidized, and thus must conform to U.S.D.A. regulations concerning quality, quantity and balance of meals. Federal regulations also require that our hot lunch program be self-supporting, hence the need for occasional adjustment of prices.

### Hot Lunch

Hot lunches are available for \$2.00 per lunch. Milk is provided with hot lunch. Students may purchase extra milk for \$.35. **Prepayment of lunches is required.** Please make checks payable to St. Monica School Lunch Program. Statements are provided on a regular basis by the food service. All questions should be directed to the TAHER office at 414-351-6595.

Children of families with low incomes may be eligible for free or reduced-price lunches. Parents are provided forms at registration.

### Bag Lunches

Pupils with bag lunches also eat in the lunchroom under adult supervision. Pupils who bring a bag lunch may buy milk for \$.35 per half-pint.

### Parent Supervision

Lunchroom and playground supervision is a very important safety measure for the children of St. Monica School. It is our policy that parents provide lunchroom supervision for the children every day. This program is administered by the Home & School Association and parents sign up for their required number of supervision days at Registration in August. Home & School and school administration may modify the required number of days with notification to the School Board Committee. Parents reporting for lunchroom duty must sign in with the cafeteria manager. Parents who are unable to serve on their assigned day are expected to make every effort to find a substitute. If parents happen to miss their assigned duty, without finding a substitute, they will be fined. The amount of the fine will be approved by the School Board Committee prior to the

beginning of the school year. Home & School will be responsible for overseeing the schedule and assessments of fines.

*School Board Committee Policy amended 6/6/00.*

## **Development**

St. Monica School is dedicated to operating as a fiscally sound institution. We have a Development Director and Development Committee whose purpose is to assist in expanding our financial resources through the Annual Fund and the Education Endowment Fund. Support of school parents is key to the success of the Annual Fund, which has a targeted goal in each year's budget. The Annual Fund Campaign kicks-off in September. The Endowment Fund was given seed money through the parish's capital campaign in 1998. In addition to fund raising, the Development Department oversees the school's marketing and recruitment efforts.

## **Volunteers**

Parents and interested individuals in the community are encouraged to offer their services as volunteers in the school. Their assistance is invaluable, and we are grateful to have a population of families who are able to serve our mission so actively. As with contracted staff, volunteers are expected to cooperate with all administrative guidelines and school policies. Close communication with faculty, staff and administration is expected. Approval of all new programs instituted by volunteers, as well as solicitations for any kind of donations, must have prior approval of the principal.

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

- Submit to a Criminal Background Check carried out by the parish business manager
- Read the Code of Ethical Standards and the Mandatory Reporting Responsibilities, sign and submit to the school office the attached verification statement.
- Attend a VIRTUS, "Protecting God's Children", awareness session

## **Fundraising/Service Activities**

The community of St. Monica School is very generous. In the life of the school, many social concerns surface and goodhearted people desire to reach out by organizing fundraisers. In order to coordinate these efforts, all non-Home & School sponsored fundraisers/service activities must be approved by the principal prior to any implementation.

## **Home & School Association**

We take great pride in the support the Home & School Association offers the school. This organization is exemplary in its leadership, function, form, and operation. Financial support, program support, and communication between home and school are its chief purposes. This is the best venue for all parents to choose whatever level of involvement they are able to contribute to the life of the school. Meetings are held once a month during the school year. Date and time of each meeting is published on the school calendar as well as the *Weekly Reminder*. All parents are encouraged to support the Home and School Association.

## **Scrip**

The St. Monica Home & School Association operates a fundraising program known as "Scrip." "Scrip" is a voucher sold at a discount by area vendors to non-profit organizations; the non-profit

organizations then sell the vouchers to their members at face value and retain the discount offered by the vendors as their "profit." The Scrip program is subject to policy statements written by the Archdiocese of Milwaukee and by Catholic Mutual Group Insurance Company, all of which are attached and incorporated into this proposed policy statement by reference.

The Home & School Association formed a separate sub-committee to continue operating the Scrip program, to be supervised, and with such financial reporting, as is required by the Archdiocesan and insurance company policies. Home & School's Scrip Committee will track each school family's participation in the program and notify the principal no later than the last day of each academic year of each school family's credits for purchases through the Scrip program for the preceding 12 months. Parents, grandparents, and other individuals who purchase Scrip from a school sponsored program for their own personal use may designate who is to receive any applicable school tuition credits without any income or gift tax consequences. The School will then credit an amount equal to 3% of the school family's total credits for the prior year, against the tuition for the ensuing year for that family's child(ren) attending the School in that ensuing year. At registration, the Home & School Association will deliver one check to the School for the total amount of the school families' commissions, to then be credited back to each participating family's tuition bill based upon the information provided for the previous school year.

The Scrip Committee will provide quarterly statements to each participating family of its total Scrip purchases and the status of the tuition commission earned through the program.

This policy began effective July 1, 2002 and was revised August, 2003. Home & School reserves the right to adjust the commission rate credited to participating school families, prospectively and with notice to all participants, especially if companies participating in the Scrip program adjust their discount rates on their Scrip sales.

This policy can be revised or eliminated at any time by appropriate School Board Committee action. *This policy was ratified by the School Board Committee 6/02.*

## **School Board Committee**

The St. Monica School Board Committee consists of nine parents whose mission is to develop and carry out policies regarding school life under the guidance of the Archdiocese of Milwaukee and the St. Monica Parish Council. Working in concert with the principal, the committee strives to achieve the highest level of moral and scholastic education for the children of the parish. The School Board Committee is also responsible for creating the school budget and providing a bi-annual parent survey. All school parents and parish members are encouraged to attend School Board Committee meetings which are held once a month. Date and time of each meeting is published on the school calendar as well as the *Weekly Reminder*. Minutes from the meetings are filed in the school library and posted on the school website.

## **Priority List**

The priority list is a list of proposed expenditures that will enhance St. Monica School and the students' education within the school but which are not school operating expenses.

- A. The funds allocated to the Priority List are raised primarily through:
  - 1) St. Monica Home and School Association's annual fundraisers
  - 2) Money raised beyond the St. Monica School Development Committee's Annual Fund goal (after setting aside sufficient reserves for future years)
  - 3) Money donated to the St. Monica School Board for non-budgeted items
  - 4) The surplus money from prior school years' operating budgets
- B. An item can be introduced to the priority list by:
  - 1) Members of the school's faculty and staff
  - 2) Parents
  - 3) Home and School Association

- 4) School Board Committee members
  - 5) Other interested benefactors
- C. Submit a written form\* with the following information:  
 \*Either on a form available in the school office or on a blank piece of paper.
- 1) Name or group suggesting item or wish; contact name & phone number
  - 2) Date
  - 3) Item
  - 4) Potential cost if one can be estimated at the time
  - 5) Estimated time for completion of purchase of item or of project (if time is involved)
  - 6) How this item would affect the mission statement of St. Monica School
- Place this information in the envelope in the school office entitled "Priority List". A member of the School Board Finance Committee will check this envelope and submit the new items to the School Board Committee for possible addition to the Priority List. This will take place on a monthly basis.
- D. The St. Monica School staff will review the Priority List at their staff meetings and will discuss and prioritize the suggestions made to the list, based on need, practicalities and usefulness. The School Board Committee will make a final decision on prioritizing these items at least annually, after considering the input of the school staff, parents and others. The proposed Priority List will be made available to the public through School Board Committee minutes, the bulletin board in school, Weekly Reminder and the St. Monica School Web site.
- E. The School Board Committee may decide to put money aside for consecutive years to fund large projects. These funds will not be spent on other prioritized items without the specific vote of the School Board Committee after the consultation with faculty, staff and school families.
- F. The items on the Priority List are purchased when:
- 1) The item becomes a top priority (multi year projects may remain on the list as on going top priority while money in excess of set aside funds may be spent on subsequent items of the priority list).
  - 2) Research on the item is completed to the School Board Committee's satisfaction.
  - 3) The School Board Committee authorized payment for the project for purchase of the item.
  - 4) An individual or group funds an item with the expressed wish that the money only be spent on that particular item.
  - 5) The Priority List money may be used for fixed operating expenses when dire circumstances necessitate it.

This item will then be taken off the list and each entry after it will move up until all items are purchased or the annual review process takes place and items are reprioritized.

- G. Items that have not been purchased or funded can be removed from the Priority List at any time by the School Board Committee after consultation with the faculty, staff and school families.

*This policy was adopted by the School Board Committee 4/02.*

## **Appendix A - Harassment Policy**

*Adopted by School Board Committee 2/03*

### **Statement of Philosophy**

The policy of St. Monica School is to maintain an educational environment that is free from harassment based on race, religion, color, age, national origin, disability and sex. St. Monica School is committed to creating and maintaining a learning environment where all individuals are treated with respect and dignity, an essential part of our Catholic tradition. Each student has the right to learn and each staff member has the right to work in an environment free of harassment.

### **Definitions**

A. For purposes of this policy, harassment based on race, religion, color, age, national origin or disability consists of verbal or physical conduct relating to an individual's race, religion, color, age, national origin, or disability when:

The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's/teacher's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational/work environment; or

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic/work performance; or

The harassing conduct otherwise adversely affects an individual's learning/work opportunities.

Sexual harassment is unwelcome behavior of a sexual nature by other students, teachers, staff, or anyone a student/staff must interact with in order to pursue school/work activities. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, sexually motivated physical conduct or any other verbal, written, visual, or physical conduct of a sexual nature when:

Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting a student's/teacher's ability to learn/work or participate in school activities; or Such conduct substantially interferes with a student's/teacher's ability to learn or work, or creates an intimidating, hostile or offensive school environment.

Sexual harassment may include, but is not limited to:  
Unwelcome verbal harassment of a sexual nature, including sexually oriented gestures, noises, remarks, jokes, "kidding" or comments about a person's sexuality or sexual experience.  
Subtle or unwelcome pressure for sexual activity;  
Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact;  
Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning a student's/teachers educational/work status;  
Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

Bullying is unwelcome and repeated teasing, mocking, intimidation, or threatening behavior. Bullying also includes intentional exclusion or isolation of one student by another or by a group of students.

### **Prohibited Conduct**

This policy prohibits harassment based on race, religion, color, age, national origin, disability, or sex. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender. This policy also prohibits bullying of a student by another student or group of students.

### **Retaliation Prohibited**

Retaliatory or intimidating conduct against any individual who has made a harassment complaint under this policy, or who has testified or assisted in any manner in an investigation, is specifically prohibited and shall provide grounds for a separate harassment complaint.

The initiation of a complaint of harassment will not reflect negatively on the student/teacher who initiates the complaint, nor will it affect the student's/teacher's academic standing, rights, or privileges.

### **Confidentiality**

Confidentiality will be maintained throughout the entire investigative process, to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. This means that the people charged with investigating the complaint will discuss the complaint or the underlying behavior only with persons involved in the case who have a need to know the information.

### **Formal Complaint Procedure**

Reporting the complaint. Any student/teacher who believes he/she has been subjected to harassment, and any student or parent who suspects harassment of a student, should report the harassing behavior to any teacher, counselor, the school principal, or any other adult on the school staff. Complaints of harassment will be accepted in writing or orally. A teacher or counselor who receives such a complaint must report the incident to the principal within 24 hours. In addition a teacher or counselor who observes harassment or who receives reports of harassment from student witnesses or parents should report such incidents to the principal.

**Content of Complaint.** A complaint should include the following information, if known to the complainant: the name of the complainant, a brief description of the offending behavior-including times, places, and the name of the alleged perpetrator, and the names of any witnesses to the harassment.

**Investigating Complaints.** The school principal is responsible for investigating all complaints. Specifically, the principal shall schedule and complete a discussion of the allegations with the complainant within five school days after receiving the complaint. The principal shall conduct an investigation of the charges, including meeting with the alleged perpetrator and any witnesses. The principal shall determine whether, and at what point, to contact parents of involved students, the police, or the Director of the Archdiocesan Response to Abuse. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Within 30 days of receiving a complaint, the principal shall make a finding of whether harassment occurred. Within five days of reaching a decision, the principal shall notify the parents of the students involved of his/her findings about whether or not harassment occurred.

### **Informal Complaint Procedures**

Depending on the circumstances and severity of the behavior, a student who believes he/she is being harassed by a fellow student may choose to pursue an informal resolution of the matter. Students who believe they are being harassed may notify the offender firmly and promptly that his/her behavior is unwelcome and must stop. Students are also encouraged to tell their parents immediately if they believe they are being harassed. Parents may have suggestions for ways to stop the harassing behavior and may be able to help their child take advantage of the school's formal complaint process. Students and parents should be aware that use of informal procedures is an option and may not be appropriate in all cases. Students are always free to pursue a complaint under the formal complaint procedures.

### **Resulting Actions**

Students found to have engaged in harassment shall be disciplined appropriately. Appropriate action could include, but is not limited to:

Written documentation included in the student's record

Restrictions on student contact with individual harassed

Conferencing with principal, counselor or other faculty member

Disciplinary sanctions such as an SAT, loss of lunch recess time, and/or removal from extracurricular activities

Professional counseling

Referral to outside agencies, including the police, with the possibility of criminal prosecution

Probation, suspension or expulsion from St. Monica

*To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on a student, the appropriate civil authorities will be notified, in accordance with Section 947.013, Wis*



## **Appendix B – Tuition**

Tuition for the 2006-07 school year is as follows:

<u>Number of children attending school:</u>	<u>TUITION</u>
1, grades 1-8	\$2,463
2, grades 1-8	4,681
3, grades 1-8	6,775
4, grades 1-8	8,745
5, grades 1-8	10,593
6, grades 1-8	12,318
1, kindergarten only	2,083
2, kindergarten only	3,958
 <u>Families with children in kindergarten and grades 1-8</u>	
2, 1 in grade 1-8 + 1 kindergarten	4,546
3, 1 in grade 1-8 + 2 kindergarten	6,421
3, 2 in grades 1-8 + 1 kindergarten	6,764
4, 3 in grades 1-8 + 1 kindergarten	8,745
4, 2 in grades 1-8 + 2 kindergarten	8,639
5, 4 in grades 1-8 + 1 kindergarten	10,593
 <u>NON-PARISH MEMBER TUITION:</u>	
1, grades 1-8	\$4,821
2, grades 1-8	9,160
3, grades 1-8	13,258
1, kindergarten only	3,304

There is an additional \$55 per child book fee.

## Appendix C – Calendar

	Mon.	Tue.	Wed.	Thur.	Fri.	
August 2006	28	29	30	31		28-30 - Staff Inservice; 31- Registration, Grades 1-4 Parent Orientation
September 2006	4	5	6	7	1	1- No School 4 - Labor Day-No School; 5 - First day of school
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
October 2006	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	19 & 20 - Teachers Convention - No School
	23	24	25	26	27	
	30	31				
November 2006			1	2	3	
	6	7	8	9	10	End of Quarter - No Students
	13	14	15	16	17	
	20	21	22	23	24	20 - 11:30 Dismissal, P.M. Conferences; 21 & 22 - Conferences 23 & 24 - Thanksgiving Vacation- No School
	27	28	29	30		
December 2006					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	22 - 11:30 Dismissal
	25	26	27	28	29	Christmas Vacation - No School
January 2007	1	2	3	4	5	1 - New Year's Day - No School
	8	9	10	11	12	
	15	16	17	18	19	15 - Staff Inservice, No Students
	22	23	24	25	26	End of Quarter - No Students
	29	30	31			
February 2007				1	2	
	5	6	7	8	9	11:30 Dismissal, P.M. Conferences
	12	13	14	15	16	
	19	20	21	22	23	19 & 20 Mid-Winter Break, No School
	26	27	28			
March 2007				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
April 2007						
	2	3	4	5	6	5 - End of Quarter- No Students; 6 - Good Friday, No School
	9	10	11	12	13	9-13 Easter Vacation - No School
	16	17	18	19	20	
	23	24	25	26	27	
	30					
May 2007		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		28 - Memorial Day - No School
June 2007					1	
	4	5	6	7	8	
	11	12	13			10 - Graduation; 12 - End of Quarter-No Students 13 - Last Day of School

## **Appendix D – Reporting Student Progress**

The Archdiocese of Milwaukee report cards for grades one through eight are divided into three reporting areas:

- Achievement Grade
- Standards/Proficiency Key for State Standards/Exit Expectation
- Progress Toward Personal Growth/Social Growth and Learner Behaviors

### **Grades 1-3**

#### Achievement Grade Key:

- S = Secure: Demonstrates a complete understanding and application
- P = Progressing: Demonstrates a general understanding
- N = Needs Improvement: Demonstrates an inconsistent understanding

#### Standards/Proficiency Key for State Standards/ Exit Expectations:

- + = Proficient: Demonstrates consistent understanding and application
- / = Basic: Demonstrates a general understanding, but an inconsistent application of information
- -- = Minimal: Demonstrates a lack of understanding of key concepts/skills
- Blank box = Not assessed at this time

#### Progress Toward Personal Growth/Social Growth and Learner Behaviors:

- O = Outstanding: Student displays superior successful learner behaviors
- S = Successful: Student displays successful learner behaviors appropriate for the grade level
- P = Progressing: Student has shown progress with behavior
- N = Needs Improvement: Student is not displaying behaviors that lead to successful learning
- Blank box = Not applicable

### **Grades 4 and 5**

#### Achievement Grade Key

- A = Excellent/Exceptional/Advanced Quality
- B = Very Good/Proficient/Meets Quality Expectations
- C = Satisfactory/Meets Basic Expectations
- D = Needs to Improve/Inconsistent/Minimal Performance
- U = Unsatisfactory

#### Standards/Proficiency Key for State Standards/ Exit Expectations:

- \* = Advanced: Demonstrates exemplary understanding and application
- + = Proficient: Demonstrates consistent understanding and application
- / = Basic: Demonstrates a general understanding, but an inconsistent application of information
- -- = Minimal: Demonstrates a lack of understanding of key concepts/skills
- Blank box = Not assessed at this time

#### Progress Toward Personal Growth/Social Growth and Learner Behaviors:

- O = Outstanding: Student displays superior successful learner behaviors
- S = Successful: Student displays successful learner behaviors appropriate for the grade level
- P = Progressing: Student has shown progress with behavior
- N = Needs Improvement: Student is not displaying behaviors that lead to successful learning
- Blank box = Not applicable

### **Grades 6, 7 & 8**

#### Achievement Grade Key

- A = Excellent/Exceptional/Advanced Quality
- B = Very Good/Proficient/Meets Quality Expectations
- C = Satisfactory/Meets Basic Expectations
- D = Needs to Improve/Inconsistent/Minimal Performance
- U = Unsatisfactory

#### Standards/Proficiency Key for State Standards/ Exit Expectations:

- \* = Advanced: Demonstrates exemplary understanding and application
- + = Proficient: Demonstrates consistent understanding and application
- / = Basic: Demonstrates a general understanding, but an inconsistent application of information
- -- = Minimal: Demonstrates a lack of understanding of key concepts/skills
- Blank box = Not assessed at this time

#### Progress Toward Personal Growth/Social Growth and Learner Behaviors:

Teacher in each subject area will provide comment(s) using comment key on report card (27 comments available).

## ST. MONICA SCHOOL STAFF

### ADMINISTRATIVE TEAM

Pastor ..... Father Alan Jurkus  
Principal ..... Mrs. Karen Rambadt  
Administrative Assistant..... Mrs. Debora Lynch  
Development Director ..... Mr. Tom Mlada  
Athletic Director..... Mr. Michael Bradford

### SCHOOL FACULTY

Junior Kindergarten ..... Mrs. Linda Kihlslinger  
Senior Kindergarten ..... Miss Mary Anne Mullaney

Grade 1 ..... Mrs. Mary Barry  
Miss Emily Schmidt

Grade 2 ..... Mrs. Mary Kuhnmuench  
Mrs. Gretta Wong

Grade 3 ..... Mrs. Donna Dooley  
Mrs. Cindy Dittman

Grade 4 ..... Mr. Michael Bradford  
Mrs. Therese Wade

Grade 5 ..... Mrs. Patty O'Neil  
Ms. Donna Wulz

English, Grade 6 ..... Mrs. Sharon Clappier  
English, Grade 7 ..... Mrs. Maribeth Naleid  
English, Grade 8 ..... Ms. Anne Rice

Literature, Grade 6 ..... Mrs. Sharon Clappier  
Literature, Grade 7 ..... Mrs. Maribeth Naleid  
Literature, Grade 8 ..... Ms. Anne Rice

Math, Grades 6 and 7 ..... Mrs. Jennifer Beehler  
Math, Grade 6 ..... Mrs. Diane Shumaker  
Math, Grades 8 ..... Mrs. Karen Rambadt  
Math, Grades 7 and 8 ..... Mrs. Joanne Clark

Religion, Grades 6 and 8 ..... Mrs. Diane Shumaker  
Religion, Grade 7 ..... Ms. Anne Rice

Science, Grades 6, 7 and 8 ..... Mrs. Carmen Bond

Social Studies, Grade 6 ..... Mrs. Joanne Clark  
Social Studies, Grades 7 ..... Mrs. Jennifer Beehler  
Social Studies, Grade 8 ..... Mrs. Maribeth Naleid

Spanish, Grades 1-5 ..... Mrs. Mary Klovers

Art ..... Mrs. Susan Miller  
Computers ..... Mrs. Linda Weckwerth  
Music ..... Miss Sara Miller  
Physical Education..... Mr. John Spanjers  
Reading Support.....Mrs. Lisa Darling  
Guidance Counselor ..... Miss Missy Meyers  
Coordinator of Religion ..... Mrs. Diane Shumaker

SUPPORT STAFF

Librarian ..... Mrs. Marianna Bruch  
Health Aide ..... Mrs. Barbara Feuerstein  
Cafeteria Manager.....Ms. Kathy Montanye

BUILDINGS & GROUNDS STAFF

Maintenance Director.....Mr. Chris Stemwell  
..... Mr. Steve Dawkins  
..... Ms. Jennifer Lesliea

