



Family Handbook 2023-2024

Mission Statement

The mission of Catholic East Elementary School, a richly-diverse Catholic community, is to pursue academic excellence, nurture strong moral development and foster lifelong learning through living out the Gospel values.

“We Pray! We Serve! We Learn!”



CATHOLIC EAST ELEMENTARY



School Handbook Acknowledgement

I _____ (Parent/Guardian) of _____ have received and read the Catholic East Elementary School handbook for the 2023-2024 academic school year.

I understand that if my child's actions or behavior are in violation of any of these policies, he/she will face any and all disciplinary action described.

I understand the policies and procedures given to me and agree to adhere to all school policies.

Catholic East Elementary is committed to reviewing its policies continually and reserves the right to review and change its policies at any time.

Parent/Guardian Name: Please Print

Date

Parent/Guardian Signature

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Seton Catholic Schools

Seton Catholic Schools has built a strong Catholic School community, focused on our faith coupled with high level instructional models. Seton Catholic Schools remain committed to upholding and growing our belief in a faith based, equitable, high engagement Catholic education.

Mission

Seton Catholic Schools is a transformational educational system committed to overcoming social and academic challenges, empowering scholars, families and educators to attain their God-given potential.

Vision

Seton Catholic Schools provides exceptional Catholic educational opportunities in the classroom and in the community to empower scholars and positively impact their families and their neighborhoods.

Core Values

Community	
We are deeply rooted in the community. We collaborate with parents, parishioners and each other to empower our parish communities and neighborhoods.	
Unity is strength, division is weakness.	
Characteristics	Skills that Demonstrate the Characteristic
Cooperative	Completes tasks Helps others when needed
Safe	Know your school community Know your surroundings
Helpful	Assists scholars and staff Offers a hand
Encouraging	Uses positive praise often Gives staff and scholar shout outs
Friendly	Smiles and uses warm tones when addressing others
Reliable	Shows up daily Follows through on tasks

Joy

We rejoice in God's love and share it generously. We believe teaching, learning and personal growth are best nourished in joyful and engaging schools.

A wise teacher makes learning a joy.

Characteristics	Skills that Demonstrate the Characteristic
Positive	Look for the good in every situation/person Assume the best Smile! Smile! Smile! Everyday is a new day
Zeal	Loving God so much it gives you energy Being driven by an intense love for God Doing the right thing Accountability for oneself
Cheerfulness	Allows others to contribute during group activities Invites others to participate in group activities Acknowledges others contributions and efforts Displays ability to choose peers without bias
Grateful	Express their joy Celebrate all of God's blessings Value the small things in life Spend time with loved ones and friends
Enthusiastic	A lively interest in someone or something Great excitement or interest in a subject or topic

Transformation

We are committed to placing our personal God-given gifts at the service of others, especially the most vulnerable within our community. We believe that God calls us to share our time, talent and treasure to improve the lives of those around us.

We get an education so we can fundamentally change society.

Characteristics	Skills that Demonstrate the Characteristic
Conscious	Making good choices Encourages others Learn from mistakes
Adaptable	Flexibility Patience Good teammate
Visionary	Creative Forward thinking
Humble	Humility Own your mistakes Can take constructive criticism and improve
Courageous	Stick to your beliefs Good morals Brave

Urgent	Organizational skills Task completion
Service	
We are committed to placing our personal God-given gifts at the service of others, especially the most vulnerable within our community. We believe that God calls us to share our time, talent and treasure to improve the lives of those around us.	
Service to others is the rent you pay for your room here on earth.	
Characteristics	Skills that Demonstrate the Characteristic
Considerate	Thinks of others before themselves Asking someone how they feel Share concern for others' feelings
Generous	Uplift others Give first Embrace empathy Pray for others wellbeing
Giving	Donating items you aren't in need of Sharing your time and talents with others
Selfless	Putting others' feelings and needs above your own Sharing your belongings with others who need them, even though it means you have less
Compassionate	Share a hug or a handshake Say encouraging words to motivate others Saying prayers for those who need it
Kind	Share with others Provide positive words and praise Include others Consider others feelings
All In	
We strive to be a just community and advocate for the God-given dignity of everyone we encounter. Catholic teachings inspire us to lead socially responsible lives, and we encourage this in one another.	
Fully commit.	
Characteristics	Skills that Demonstrate the Characteristic
Dependable	Shows up every day Completes assignments Volunteers/can be counted on to help without asking
Honest	Speaking the truth Seeking the truth
Loyal	Sticking with it despite challenges Speaking up for your community
Tolerant	Accepting of differences Moving forward despite frustrations Showing interest in someone's differences
Responsible	Doing your part Completing tasks Helping others who are struggling

Inclusive	Team player Embrace others strengths Build up one another's weaknesses See beyond yourself
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Justice

We strive to be a just community and advocate for the God-given dignity of everyone we encounter. Catholic teachings inspire us to lead socially responsible lives, and we encourage this in one another.

Characteristics	Skills that Demonstrate the Characteristic
Fair	Taking only your fair share Taking turns Sharing
Equitable	Advocate for others Speak up for others Create safe spaces Challenge bias
Caring	Patience with others Compassion to others situations Attention to others' needs Dependability to be there for the other person

Welcome from the Principal!

Dear Catholic East Families,

Welcome to the start of a new school year at Catholic East Elementary! My name is Mr. Woodlin, and I am thrilled to embark on this journey with all of you, and I want to take this opportunity to share the inspiring theme that will guide us throughout the school year: "Stronger."

This year, we will focus on three essential areas to empower our scholars and school community to grow stronger in mind, spirit, and character:

1. **Strong Faith:** Our scholars will have the opportunity to deepen their spiritual journey through daily religious lessons, engaging in Faith Houses, and embracing our school's enriching faith-based culture. We believe that a strong foundation in faith will equip our scholars to face life's challenges with resilience and hope.
2. **Strong Expectations:** As a united community of teachers, administrators, families, and volunteers, we are committed to setting and upholding high expectations for ourselves and our scholars. By collectively striving for excellence in both academic achievement and character development, we will inspire our scholars to reach their fullest potential.
3. **Strong Instruction:** Our scholars deserve nothing less than a first-class, high-quality education. To achieve this, our dedicated and trained educators will provide a nurturing and stimulating learning environment, ensuring that every child receives the support they need to thrive academically and personally.

At Catholic East Elementary, our mission is to pursue academic excellence, nurture strong moral development, and foster lifelong learning through living out the Gospel values. With the theme "Stronger" at the core of our efforts, we aim to build a resilient and compassionate community where each child can grow, learn, and flourish.

I am eager to get to know all of you and collaborate closely to provide the best possible education for your children. Your active involvement in our school community is crucial to our success, so please don't hesitate to reach out if you have any questions or concerns.

Thank you for entrusting us with the privilege of being a part of this amazing community. Together, we will make this a year of growth, strength, and achievement for all our scholars.

Wishing you a fantastic school year ahead!

Sincerely,
Mr. Woodlin, Principal



Expectations for our School Community

Behavior Points System

At Catholic East Elementary, we have implemented the Behavior Points system as a means of fostering positive behavior and open communication with families. This system helps us recognize and reinforce the positive choices made by our scholars while addressing any areas where improvement is needed.

Earning Behavior Points:

- Each scholar will receive 20 points at the beginning of the school day for being present and ready to learn.
- Points will not be rewarded for days of absence, regardless of the reason for the absence.

Maintaining Behavior Points:

- Scholars are encouraged to maintain their 20 points throughout the day, indicating a successful and positive day at school.

Deductions for Poor Choices:

- In the event of a poor choice or infraction, scholars will be deducted 2 points from their daily total.
- This deduction serves as a reminder to make better choices and learn from mistakes.

Level 2 Behavior Status:

- If a scholar's behavior points fall to 50% or below (i.e., 10 points or less), they will be placed in Level 2 behavior status.
- Scholars in Level 2 status will be provided with additional support and interventions to help them get back on track.

Behavior Policies and Further Details:

- For more comprehensive details on behavior policies and procedures, we encourage families to refer to the Seton Catholic Schools' Behavior Policies document.

The Behavior Points system is designed to instill responsibility, accountability, and self-awareness in our scholars. It provides an opportunity for them to learn from their actions and make positive changes, both academically and behaviorally. We believe that a collaborative effort between the school and families will lead to the growth and success of each individual scholar.

The Essential 30

1. Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.
2. Congratulate the winner or when someone does something well.
3. Respect other scholars' comments, opinions, and ideas.
4. If you win or do well at something, do not brag. If you lose, do not show anger.
5. Cover your mouth when you sneeze or cough and say excuse me.
6. Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.
7. Always say "please" if you want to do something or need something in class. If you do not say "please", the adult may choose to decline to give you what you want/need.
8. Always say "thank you" when you are given something. If you do not say it within 3 seconds after receiving the item, it will be taken back. There is no excuse for not showing appreciation.
9. When you receive something, do not insult the gift or the giver.
10. Surprise others by performing random acts of kindness.
11. Follow along when we read in class.
12. Answer all written questions with a complete sentence.
13. Do not ask for a reward or House Points.
14. Subject and class transitions will be swift, quiet, and orderly.
15. Be as organized as possible.
16. When homework is assigned, do not moan or complain.
17. We will follow all classroom routines and procedures. In order to do so, we will be organized, efficient, and on task.
18. You may bring a water bottle to class, you may not leave for a drink of water during class. Water bottles are to be filled with water during breakfast and lunch only.
19. Know other teachers' names and greet them in the hall by name.
20. Greet visitors and make them feel welcome.
21. Do not stare or comment when another scholar is being reprimanded.
22. During an assembly, do not speak or call out to friends.
23. When in line, walk in single file, shoulders aligned with the person in front of you, arms at your side or behind your back. You should be facing forward at all times and there will be absolutely no talking.
24. Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.
25. Do not save seats for others. If someone wants to sit down or join your group, let him or her. Do not exclude anyone, especially during recess. We are a family, and we must treat one another with respect and kindness.
26. If someone bumps into you, you should say "excuse me" even if it was not your fault. It is not acceptable to respond with "don't touch me," "he/she pushed me," "quit that," or "get away from me." A simple "excuse me" will resolve the issue.
27. Never cut in line. If someone cuts in front of you, do not say or do anything about it. Let it happen and remind yourself you are all going to the same place and it doesn't matter where you are in line.
28. No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it because we will respect honesty.
29. Clean up after yourself- after eating breakfast and lunch and when transitioning out of classrooms.

30. On a field trip, enter a public building quietly and compliment the place you are visiting.

School Contact Information

School Phone Number: 414-964-1770

School Fax Numbers: 414-988-8959 (Holy Rosary) or 414-964-6578 (Sts. Peter & Paul)

Principal's Email Address: jwoodlin@catholiceast.org

Saints Peter and Paul Campus (Grades 3-8)

2461 North Murray Avenue

Milwaukee, WI 53211

Holy Rosary Campus (K3-Grade 2)

2038 North Bartlett Avenue

Milwaukee, WI 53202

School Schedule

Daily Schedule

Holy Rosary	SSPP
School Schedule: 8:00 am-3:15 pm Breakfast: 7:30-8:00 am Start of School Day: 8:00 am End of the Day Announcements: 3:10 pm Dismissal: 3:15-3:30 pm	School Schedule: 8:00 am-3:15 pm Breakfast: 7:30-8:00 am Start of School Day: 8:00 am End of the Day Announcements: 3:10 pm Dismissal: 3:15-3:30 pm

Extended Care Hours

Holy Rosary	SSPP
K3 Aftercare: 3:30-5:00 pm YMCA (K4-2): 3:30-6:00 pm	YMCA (3-8): 3:30-6:00 pm

Trimesters Calendar & Dates

School Trimester Schedule	Begins	Ends
Trimester 1	August 28, 2023	November 17, 2023
Trimester 2	November 20, 2023	March 1, 2024
Trimester 3	March 4, 2024	June 11, 2024
Semester 1 (K3-K5 only)	August 28, 2023	January 19, 2024
Semester 2 (K3-K5 only)	January 22, 2024	June 11, 2024

Curriculum & Instruction

To address changing scholar needs, we have developed a comprehensive educational approach based on best practices from high-performing urban and suburban schools in the region and around the country. Scholars continue to learn from standards approved by the Archdiocese of Milwaukee and we are shifting instructional practices to ensure high-levels of scholar engagement.

To accelerate scholar achievement in foundational skill areas, Seton scholars participate in 90 minutes of English and Language Arts instruction and 60 minutes of math instruction each day, as well as targeted small group intervention and enrichment.

We are also committed to a holistic education. All scholars participate in religious, art, music and physical education each week.

Seton Catholic Schools Curriculum

Math: Seton Catholic school scholars have 90 minutes of math each day. Each math lesson has a whole group, small group, independent work and a digital learning component. Scholars in 5K-5 use Zearn as the core math curriculum resource. Middle school scholars use Engage NY, Zearn, and ALEKS.

ELA: Seton Catholic school scholars have 90 minutes of ELA each day. Each ELA lesson has a whole group, small group, and a digital learning component. The ELA lessons use authentic text. Scholars in K4-Grade 2 also have a Foundational Reading Block based on the science of reading.

Science: Science instruction at Seton Catholic schools includes hands-on lab and demonstrations, reading and analyzing text, and developing an understanding of scientific concepts. Amplify Science is used in grades 3-8.

Social Studies: Social Studies instruction at Seton Catholic schools is based on primary sources and integrates Catholic School Teachings. scholars at Seton Catholic school become responsible citizens and understand, participate in, and make informed decisions about their world. Achievement First Social Studies curriculum is used in grades 4-8.

Religion: scholars at Seton Catholic schools have daily access to Religion instruction and prayer. scholars attend Mass and prayer services regularly. In addition to the core religion instruction, scholars participate in grade level service projects, Theology of the Body, and the Archdiocese of Milwaukee Safeguarding curriculum. Our Sunday Visitor is used in K5-Grade 8. Younger grades implement Pflaum.

Supplemental Technology Programs: Effective schools also supplement instruction with the best computer-based programs on the market. This combination of whole group instruction, small group instruction, independent work and computer-based programs accelerate learning. Zearn (K5-8) are the supplemental technology programs in Math. iiReady (K5-2), Accelerated Reader (3-8) and Lexia Learning (3-8) are used for ELA.

Grade-Level Schedules

Early Childhood (K3, K4, K5)

Literacy (ELA)	90 minutes per day
Foundational Reading	45 minutes per day
Math	90 minutes per day
AM Recess	15 minutes per day
Religion	30 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies/Science. Theme Activities	30 minutes per day
Specials (Art, Music, Phy Ed)	20 minutes per day
Intentional Play	30 minutes per day
Rest Time	30 minutes per day
Mass	Weekly

1st-2nd Grade

Literacy (ELA)	90 minutes per day
Foundational Reading	65 minutes per day
Math	90 minutes per day
AM Recess	15 minutes per day
Religion	30 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies/Science	45 minutes per day
Specials (Art, Music, Phy Ed)	45 minutes per day

Mass	Weekly
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3rd Grade

Literacy (ELA)	90 minutes per day
Independent Reading	20 minutes per day
Math	90 minutes per day
AM Recess	15 minutes per day
Religion	30 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies	45 minutes per day
Science	45 minutes per day
Specials (Art, Music, Phy Ed)	45 minutes per day
Mass	Weekly

4th-8th Grade

Literacy (ELA)	90 minutes per day
Independent Reading	20 minutes per day
Math	90 minutes per day
Religion	45 minutes per day
Lunch	25 minutes per day
Lunch Recess	15 minutes per day
Social Studies	45 minutes per day
Science	45 minutes per day
Specials (Art, Music, Phy Ed)	45 minutes per day
Mass	Weekly

Standards-Based Grading (5121)

Standards-based grading is based on the principle that grades should convey how well scholars have achieved standards. In other words, grades are not about what scholars earn; they are about what scholars learn.

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every scholar successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. Effective grading practices are necessary for improved teaching and learning.

Assessment and grading are ongoing processes that guide continuous learning.

K3, K4 and K5 use a narrative reporting tool that is sent home at semester (January and June).

Homework Guidelines (6154)

We believe it is critical for scholars to have relevant practice of standard-based work. At the same time, we do not believe in giving scholars “busy work” or using homework as a consequence. Homework will connect to scholars' lessons, learning, and concepts taking place during instruction. Homework could come in the following forms:

- Require pages of reading a night
- Tech Program Competition
- Project Based
- Standard-Based Questions
- Scholar Intervention Work
- Writing prompts (3 times per week) Grades 3rd - 8th
- Parent to student nightly reading daily - Graders K3 - 2nd

Scholars in grades 3-8 will be given a homework folder at the beginning of each week that is expected to be brought home and signed every day. Inside the folder will include any homework, any papers/documents that need to go home, a weekly reading log, monthly writing menu, and the scholars daily/weekly behavior tracker.

K3-2nd Parent Communication through Class Dojo

For families with children in grades K3-2nd at Catholic East, we are excited to announce that you will receive daily live feedback and communication through Class Dojo. It's essential to connect with your scholar's classroom on Class Dojo to stay updated and engaged. This platform serves as a two-way line of communication between the school and families, ensuring seamless and meaningful interaction to support your child's learning journey.

3rd-8th Homework and Communication Folder

We are excited to introduce our "Communication Folder" as a vital tool for fostering effective communication between the school and our valued families. This daily log will keep you informed about upcoming events, homework assignments, and your child's behavior at school. We kindly request that you review the log every night, acknowledging that you have gone through your scholar's accomplishments and behavior points. This two-way communication channel also allows you to reach out to the school when needed. As a part of your child's nightly homework routine, please ensure that this log is signed, as scholars who miss this requirement may receive a 2 point deduction. Your active participation in this process strengthens our partnership and supports your child's educational journey. If scholar's lose their communication Folder, a replacement folder must be purchased for \$5.00.

Field Trips

All scholars will have opportunities throughout the year to attend various educational field trips.

Retention Guidelines (5123)

Retention of a scholar may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted several times during the year. There is no legal number of absences which, if exceeded, leads to automatic retention. scholars shall not be considered for more than one school year during

the elementary school years. Final decisions on retention will rest with the Regional Directors, in consultation with school administration and Director of Curriculum and Instruction.

Assessments (5120.1)

At Seton Catholic Schools, assessments are used to determine progress towards mastery, growth, and areas for acceleration. scholars in K5-Grade 8 participate in the Measure of Academic Progress (MAP) three times a year in Math and ELA. scholars in 3-8 participate annually in the WI Forward Assessment.

Social Emotional Learning

Our school places a high priority on social emotional learning through the following platforms:

- Provide high quality counseling services to Seton scholars.
- Support counseling instruction (Mind Up, Zones of Regulation, Seven Habits of Effective scholars, Restorative Justice, mindfulness, wellness).
- Provide equitable counseling curriculum and experience in local schools and across Seton schools.
- Build a scholar-counselor/counselor designate/teacher relationship in counseling classes with SEL expression, scholar interaction, regular contact, and social-emotional support.

Additional Counseling School-Based Services

scholar Counseling Services

1. scholar 1:1 clients
2. scholar & Family interventions
3. CPS referrals / emergency or concerning situations
4. Small group or grade level sessions, topic related

School Services

1. SEL check-ins with scholars during school and assist teachers on what to look for with scholar SEL concerns.
2. Contact scholars and families that “fall through the engagement cracks” with teachers or school including attendance.

Resources

1. scholar Services website
2. Seton partnerships, DPI and community resources

Religion and Mass

scholars at Seton Catholic Schools have daily access to Religion instruction and prayer. scholars attend Mass and prayer services regularly. In addition to the core Religion instruction, scholars participate in grade level service projects, Theology of the Body, and the Archdiocese of Milwaukee Safeguarding curriculum. Our Sunday Visitor is used in grades K5-8. Younger grades implement Pflaum. Mass is celebrated on most Thursdays at Saints Peter and Paul church at 8:15am. On the third Thursday of the month, an All-School Mass is celebrated at Holy Rosary church at 8:30 am. All families are invited!

Faith House

What Is a House System?

A House System is a dynamic, exciting, and proven way to create a positive climate and culture for scholars and staff. Using House methods will help our school confidently implement processes that build character, relationships, and school spirit.

At Catholic East, the House System or Faith House is a framework for increasing scholar and staff faith work with finding and following Jesus. The House System is built around Scripture, Catholic Social Teaching, and the Seton values system. The Houses are characterized by Seton's Core Value System, Saint of the Week, and weekly Bible study. The infrastructure of the Catholic East Faith House is multi-grade-level groups (3rd-8th) working together within a designated House as a foundation for community, camaraderie, prayer, support, mentoring, and faith work.

Rationale

Houses provide scholars with a culture of belonging. The first day of school can be a stressful moment for young scholars, and some may feel out of place or like they don't know where they fit in. When they are sorted into their Houses, they are greeted with the roar of applause and cheers from other scholars — upper-classmates, even — welcoming them into this new, special group.

For scholars in upper classes (6th-8th) Faith House will bring a heightened sense of leadership, mentorship, and support to younger scholars. Equally important, our 3rd-5th Grade scholars will have the opportunity to develop their voice and place within the larger school community.

Purpose

To increase faith identity, build scholar camaraderie, increase personal reflection and faith, and elevate school joy and culture.

Community Building

Throughout a typical week of school, scholars and staff will have four intentional touchpoints to build a school community with a faith focus. These include:

- Monday Breakfast & Prayer Circle
- Wednesday Scripture & Saint Circle, House Prayer Intentions, The Examen
- Friday House Meeting & Scholar Celebrations, Community Building
- Friday Assembly and House Presentations or Competitions

Holy Rosary (K3-Grade 2)

Being placed in a House is a rite of passage for our 3rd-8th grade scholars. During our scholars' time spent at Holy Rosary in K3 through 2nd grade, they will learn the history, values, scriptures, and meanings behind all of the Faith Houses. The goal for our scholars at Holy Rosary is that, by the time they are ready to transition to 3rd grade, they will have an appreciation and understanding for all of the Faith Houses.

The value that our K3 through 2nd grade scholars will focus on is Unity. While we have four Faith Houses, we are still one school, Catholic East Elementary.



The Faith Houses

- House of Communio
 - House Values - Friendship and Community
 - Color - Purple
 - Scripture - “As iron sharpens iron, so a friend sharpens a friend.” Proverbs 27:17 (NLT)
 - Saint - Saint John the Evangelist
 - Parish Church - Cathedral of Saint John the Evangelist
- House of Servus
 - House Values - Giving and Service
 - Color - Black
 - Scripture - “Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” 1 Peter 4:10 (NIV)
 - Saint - Saint Peter the Apostle
 - Parish Church - Saints Peter and Paul
- House of Metanoia
 - House Values - Dreamers and Transformation
 - Color - Blue
 - Scripture - “Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.” Romans 12:2 (NIV)
 - Saint - Saint Paul the Apostle
 - Parish Church - Old Saint Mary
- House of Iustitia
 - House Values - Courage and Justice
 - Color - Green
 - Scripture - “Follow justice and justice alone, so that you may live and possess the land the Lord your God is giving you.” Deuteronomy 16:20 (NIV)
 - Saint - Saint Martin de Porres
 - Parish Church - Saint Hedwig

Sacramental Preparation

Scholars and families interested in Sacramental preparation should reach out to Anh Clausen at aclausen@ffpmke.org or Nino Rebholz at nrebholz@ffpmke.org.

Religious Activity Opt Out

A parent or guardian of a scholar that attends a Seton Catholic School through the MPCP or WPCP may request that their scholar opt out of direct religious instruction or religious activity and alternative coursework will be provided. Religious opt out requests must be submitted in writing to the principal.

Safe Environment Education (6141.12)

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year.

Attendance Policy (5112)

Absence Types & Definitions

Scholars are expected to attend school daily during the scheduled school hours from 8:00 am-3:15 pm.

Present: scholars are considered present when they are in school for greater than 50% of the school day, which is 3.25 hours or 11:15 am.

Absent: scholars are considered absent when they are not present for greater than 50% of the school day. (scholars will be marked absent half day if they arrive at school after 11:15 am and attend until the end of the day; they will be marked absent half day if they miss 3.25 hours of a school day.)

- Excused absences include illness, travel, family emergency, medical appointments, legal appointments, funeral or religious services, and documented technical issues
- Unexcused absences include no notification from parent, slept in, and traffic

Tardy: At Catholic East Elementary, we prioritize strong expectations for our scholars and families to ensure an environment of academic excellence and character development. Scholars are expected to arrive on time for school, with the official start time being 8:00 am. Being punctual is essential as it sets the tone for a focused and productive day of learning.

The Tardy Policy is designed to instill in our scholars the value of responsibility and respect for time, preparing them for success in both their academic journey and future endeavors. By adhering to the policy, we cultivate a sense of accountability in our scholars, fostering habits that will serve them well throughout their lives.

When a scholar arrives late to school after the designated 8:00 am start time, they must stop in the office to receive a tardy pass. Scholars will also lose 5 points for the day. This aims to reinforce the importance of punctuality and helps our scholars understand that their actions have consequences. Scholars who accumulate five or more excessive tardies will be required to attend a mandatory parent meeting with the school counselor. It is crucial for families to support this policy to ensure their child's progress and development in a structured and supportive learning environment.

Absence Communication

Parents must communicate with the school office regarding their child's attendance based on the following:

- Call the school office before 8:00 am if their child will not be present and state reason for absence (see above for what constitutes an excused/unexcused absence).
- Call the school office if their child will be leaving early or coming in late and state the reason.

- Check in with the office when picking up a child early to sign the child out.
- Scholars will not earn any daily points regardless of circumstances.

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days. A second notice regarding habitual truancy shall be sent when a scholar has been absent ten or more days in the school year. This applies to both in-person and virtual scholars.

Five unexcused absences result in:

- A letter is sent to parents notifying them of the number of unexcused absences
- School Counselor/Administration contacts parents to discuss nature both the nature of the unexcused absences and offer support or help
- If unexcused absences continue, school counselor and/or administration schedules in-person or Zoom meeting and develops an attendance plan with the parents

Ten unexcused absences result in:

- A letter is sent to parents notifying them of the number of unexcused absences
- School Counselor and/or administration schedules a mandatory meeting with parents to discuss the nature of unexcused absences with intent to help and support; a formal plan is developed. The satisfactory completion of said plan of action may be used as criteria for enrollment of the scholar in the school for the succeeding school year.
- School reserves the right to unenroll a scholar who is not present for seven consecutive days of the school year and no contact has been made with parent and/or guardian. This is documented through phone calls, emails, and certified letters. If a school implements this policy, a certified letter is sent to the parent/guardian notifying their child has been unenrolled.

Attendance Supports Plans

Schools and families will collaboratively develop Attendance Support Plans for scholars that reach 15 absences (excused or unexcused).

Behavior Policies in Seton Catholic Schools

School culture is more important than ever. The return to in-school education from COVID and the social-emotional adjustments needed by scholars has highlighted the need for a strong school culture. The Seton family of schools and our 12 individual schools are ready and poised to rise to the challenge of building and strengthening our school culture. Our blueprint for Seton school culture starts with our Catholic Faith and Seton Vision.

Our Seton Vision: *Seton Catholic Schools provides exceptional Catholic educational opportunities in the classroom and in the community to empower scholars and positively impact their families and their Neighborhoods.*

Our new Seton School Culture Vision: *Seton Catholic Schools is unwavering in its commitment to authentically celebrate scholars and staff by embracing our diversity- including our backgrounds, beliefs, ideas and experiences. We approach*



each new day with hope, lifting one another up to be our best selves through integrity and unconditional belief in our scholars and staff. We are rooted in our Catholic Social Teachings. Our Catholic values guide us, and our heart drives us. We are a family of Catholic parish schools. We are a community. We are Seton!

With our Seton Culture Vision in place, we used our partner Skyrocket Education to conduct a Seton-wide and individual 12 schools Culture Audit in May 2022. The culture audit included scholar and staff interviews, parent and school surveys, and an on-site visit. Seton-wide and individual school results were used in creation of our Seton culture plan.

Using our documented need for a strong Seton school culture plan, our vision, and Culture Audit results, we developed our plan with these steps in mind:

Step 1: Commit to Developing a Positive School Culture	Step 5: Focus on Classrooms and School Procedures implemented by Teachers
Step 2: Ensure Equity & Culture Responsiveness	Step 6: Enhance Classroom Management and a Positive scholar Experience
Step 3: Create a Strategic Plan for School Culture	Step 7: Strengthen Family Engagement
Step 4: Incorporate Trauma-Informed and Social-Emotional Practices and Resources	Step 8: Deepen Positive scholar Engagement

In addition, our Seton culture plan will support our scholars’ return from their COVID educational experiences including

- Lack of School Norms
- scholar & Teacher interaction in large groups
- School avoidance tension
- “Catching Up” academic pressure

What components support our Seton Culture Plan in its second year?

*Counseling services in schools have increased – Counselor tasks include SEL lessons in classrooms, individual & small group counseling services, resources for families, links to community resources, and being a key member of the School Culture Team to find root causes and address scholar behaviors and celebrations.

*Seton Response to Behavior Framework. 90% of behavioral responses will be in classrooms led by teachers/staff through positive praise, scholar redirection, and scholar consequences. Higher level, repeated or unresolved scholar behaviors will be addressed by the school leaders and/or culture team through action plans, scholar consequences, parent/guardian partnerships, classroom re-entry expectations, SEL/counseling support, and more. The Response to Behavior Framework includes:

Behavior Levels	Examples	Where addressed
Level 1	Violation of school rules, minor disrespect, disruptive or distracting behavior, unprepared for class	Classroom by teacher/staff
Level 2, 3 and 4	Serious disrespect, not following consequences, repeated misbehaviors, and other serious infractions	School Office by leaders/Culture Team



**scholar Support Plans* to successfully support, implement and improve scholar academics, behavior, and needs. These plans include the SIP (scholar Intervention Plan) and the Restorative scholar Behavior Plan, as well as individual scholar plans..

**School RAP* – detailed routines and procedures that keeps staff and scholars informed and clear of expectations in frequent and common school routines like school arrival and dismissal, breakfast and lunch, hallway and recess routines and procedures.

**School Joy Calendar and Celebrations* with daily, weekly and monthly celebrations and events for scholars, staff and families. These positive experiences will develop belief and belonging in the school.

**School Culture Teams* with school leaders, counselors, and staff to deal with Level 2, 3, and 4 infractions. School Culture Teams will plan Joy calendars, support scholars, communicate with families, and create action plans.

**scholar reflection areas* with prayer corners, “cool down” zones, and reflection space to keep scholars in classrooms and back on academic and behavioral track.

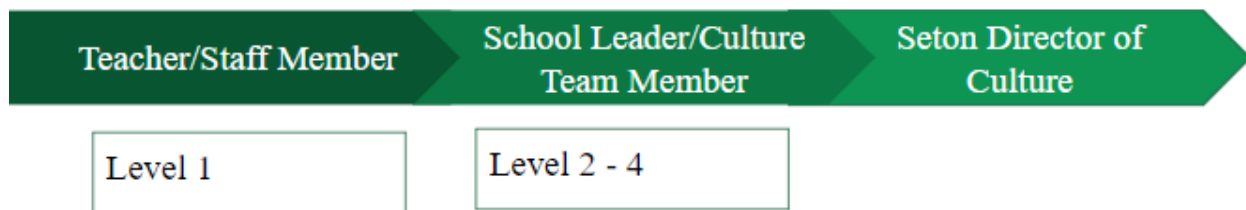
**A Seton Catholic School “Commitment to Excellence”* agreement signed by school staff, scholars and families with expectations and responsibilities by each group.

**School staff training, professional development, practice and coaching* to successfully implement and improve the Seton culture plan.

What happens if the parents/guardians are not happy with the results or want more of a voice in the process of the Seton Culture Plan?

As with all school-related issues, the first parent/guardian contact should go directly to the school representative involved. For example, Level 1 is the teacher/staff and level 2-4 is the school leader or Culture Team member. If there is dissatisfaction with the Culture results, contact the school leader. Finally, Seton has assigned Paul Hohl as Director of School Culture to support the process as well.

Flow Chart on who to consult on the Response to Behavior process or other School Culture issues.



Seton School Culture planning is based on our Family of Schools Catholic Identity and Seton Shared Values. Our Catholic Identity and Shared Values guide us in all relationships with scholars and families.

Our Seton Culture Plan is aligned with our Shared Values below focusing on Community, Joy, Transformation, Service, All In & Justice.

Creating a safe, productive, and affirmative learning environment is our greatest priority. To ensure that scholars are being successful, we work relentlessly to educate scholars about moral character, Gospel Values, and positive choices. We understand that occasionally scholars may engage in choices that are unproductive, which is addressed with both care and compassion, as well as scholar accountability.

Our school implements positive behavior interventions, as well as classroom behavior charts. When off-task behavior occurs, staff begin with proactive and positive framing around getting scholars on-task; however when multiple reminders occur, staff will implement clip moves or loss of dojo points.

When behavior is consistently defiant, disrespectful, or disruptive, scholars receive an office referral and removed from class to reflect on choices. At that time, we ask staff to notify parents of the concern.

If behavior does not improve and scholars earn a second Office Referral, our school administration will remove the scholar from class and notify a parent. A scholar who receives a third Office Referral within a school day will need to be picked up from school and serve a suspension.

Our partnership with families to support behavior is critical. If choices do not improve and scholars receive frequent Office Referrals, the following steps will be taken:

Trimester Office Referrals

3rd Offense	Mandatory Parent Meeting (scholar will move to a Success Tracker)
4th Offense	In-School Suspension with Reflective Writing
5th Offense	Out of School Suspension (1-3 days depending on severity). Mandatory Parent Meeting
6th Offense	Out of School Suspension (3 days). Mandatory Parent Meeting
7th Offense	Seton Network Meeting (potential withdrawal) and Moved to Probation

Our goal is to maintain the dignity and respect of all scholars and staff. When chronic behavior occurs, scholars will be held accountable. Our hope is that with interventions, scholars will continue to grow and improve. At the same time, if scholars continually refuse to meet school expectations a decision will be made regarding their placement at Catholic East Elementary School.

Code of Conduct

Probation, Suspension & Expulsion Policy (5144)

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

The school reserves the right to contact law enforcement if a scholar's conduct is a potential criminal act. If a scholar is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

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

Probation

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

Suspension

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

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

- An investigation by school officials prior to any suspension



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

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended scholars remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Scholars asked not to return the following year for behavior reasons are considered to be expelled. The Seton Catholic Schools Chief Academic Officer/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

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

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former scholars; or at-large parishioners. The administrator may allow the scholar to choose a faculty person to serve on the committee. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the scholar and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee. In a network, the Chief Academic Officer, or equivalent, is present for

the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president is present for the entire hearing itself and during the deliberations of the hearing committee.

- The school officials (e.g. elementary school principal, high school principal (network school) high school dean of scholars, or vice principal (stand-alone high school) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The scholar who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the scholar/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing. The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.

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

Appeals Process

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

Bullying and Harassment Policy (5131.1)

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

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

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

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

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

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a scholar who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

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

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

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

Reporting Procedure: Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)

- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Safe Environment Program Manager.

Communication

School Information, Newsletters & Websites

All families will receive a weekly newsletter. For all other school related information please go to www.catholiceast.org.

Conferences (5124.1)

Trimester 1 Parent/Teacher Conferences will be held on Wednesday, November 8, 2023, from 4-7 pm and Thursday, November 9, 2023, from 1-7 pm.

Trimester 2 Parent/Teacher Conferences will be held on Wednesday, February 21, 2023, from 4-7 pm and Thursday, February 22, 2023, from 1-7 pm.

All Parent/Teacher Conferences are required. If a missed conference occurs, please contact your scholar's homeroom teacher to reschedule within the next week.

Change of Address and Emergency Information

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

Consent for Photo, Video, and Audio Use (1112)

From time to time, school staff take pictures or videos of scholars in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the website. The school keeps a record of scholars who do not have permission to be photographed. All scholars, including new enrollees, receive the photo consent form in their registration packets. Parents/Guardians who wish to change their child's record should contact the office for a copy of the photo release form.

Distribution of Flyers, Letters, Ads, Yard Signs,



Please consult the school office for the correct procedure before sending any communication to the families of the school. No one may distribute flyers, letters, ads, etc. without the prior consent and approval of the school office and the principal. Digital copies of flyers, information to be included in the mailer, or ads need to be shared to the office staff, NO LATER THAN 8:00 am Monday of the week it is to be published.

Inclement Weather: Snow Days, Heat Index Days, and Early Closure (6111)

In the event that schools are closed for the day due to weather conditions, every effort will be made to contact parents/guardians through the school based system (i.e. Bright Arrow). Please ensure that all contact information remains up to date throughout the school year to avoid missing important communications. Parents/guardians are encouraged to listen to local radio and television stations for weather related announcements. Closing school due to severe weather conditions is coordinated with the Milwaukee Public Schools. Each Seton Catholic School will also call in their closing following the announcement from MPS. In the event of multiple inclement weather days in a year (greater than two), we will ask our scholars to take chromebooks home in order to access remote learning to ensure that instructional hours are met and the school year will not have to be extended. Seton Catholic Schools, including Catholic East will report to the following television stations:

- WTMJ Channel 4; www.wtmj4.com
- WISN Channel 12; www.wisn.com
- FOX Channel 6; www.fox6now.com
- CBS Channel 58; www.cbs58.com

Enrollment

Eligibility

All scholars who meet the eligibility criteria, and when there is space available, will be admitted into Catholic East Elementary School. Families seeking enrollment at Catholic East will be registered, or placed on the appropriate grade waiting list(s), upon completion of all registration materials. Families enrolling through the Milwaukee Parental School Choice Program or the Wisconsin Parental School Choice Program are registered in accordance with the regulations established by the Department of Public Instruction. Families are encouraged to register during the February Priority Registration Period. A grade level must be stipulated at the time of enrollment, to ensure grade placement.

scholars must be 3 years old on or before September 1, in the year he or she proposes to enter school to enter 3-year-old kindergarten. scholars must be 4 years old on or before September 1, in the year he or she proposes to enter school to enter 4-year-old kindergarten. scholars must be 5 years old on or before September 1, in the year he or she proposes to enter school to enter 5-year-old kindergarten.

Custody (5124.2)

Parents or guardians who maintain primary physical placement of a child must submit a copy of the court decree to the school office upon receiving such an order or upon admission. When the court has issued an order affecting the placement of a child pursuant to Wisconsin Statute 767.24 (or similar statute in another state) copies of the scholar progress report (report cards) should be issued to both parents or guardians in conformity with Wisconsin Statute



118.125(2)(a) unless one parent or guardian has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4). In this case, no scholar information will be provided to the parent or guardian who has been denied periods of physical placement, following Wisconsin Statute 118.125(2)(m).

Tuition, Payment & Obligations (3204.1)

Tuition rates are set by the school and approved by Seton Catholic Schools, the Board of Directors and/or Parish Advisory groups. Rates are communicated in February as enrollment commences for the new academic school year. Families may choose to pay tuition in full by August 1, or use a monthly payment plan through the school's tuition management system. School office teams will support families through the enrollment process.

The school makes every effort to provide an affordable quality, Catholic education centered to our scholars. The school cannot fulfill our mission or provide fundamental school operations unless the obligations of every scholar are met in a timely manner. If parents find themselves in financial difficulty and are concerned that prompt payment of tuition may be an issue, it is important to speak to the school principal in a timely manner to discuss whether alternate payment arrangements might be made until the financial situation improves. The school has the authority to deny admission to the school if balances are not paid in full prior to the start of a new school year. Additionally, delinquent accounts may be turned over to a collection agency.

Tax Deduction for Tuition Expenses (3240)

Tuition expenses paid by a parent/guardian for a dependent child at a private K-12 school are eligible for a tax deduction. A person may claim the deduction for payments made toward a pupil's tuition and mandatory book fees up to the amount allowed under current law. If the child receives a scholarship or financial assistance from the parish/school, the taxpayer can only claim the expenses they have actually paid. Tuition does not include amounts paid with a voucher or any amounts paid out as a separate charge such as supplies, registration, extra-curricular fees, meals, etc.

Wisconsin Parental Choice Programs (5110)

All Seton Catholic Schools are a participant of the Wisconsin Parental Choice Program and the Milwaukee Parental Choice Program. Returning families are required to reapply each year.

Milwaukee Parental Choice Program (MPCP): The Milwaukee Parental Choice Program (Choice) allows scholars from families who reside in the City of Milwaukee to attend any participating private school located in the city at no charge if certain eligibility criteria are met. The Milwaukee Choice Application Process opens from the 1st-20th of each month with the exception of December and January.

Wisconsin Parental Choice Program (WPCP): The Wisconsin Parental Choice Program Program (WI Choice) allows scholars from families who reside outside the City of Milwaukee to attend any participating private school at no charge if certain eligibility criteria are met.

Special Needs Scholarship Program (SNSP): Enrollment in the Special Education program requires an Individual Education Plan (IEP), an Individual Service Plan (ISP), or a Private School Services Plan (PSSP). New and continuing SNSP



scholars need to provide proof of residency documentation, and cooperate with the school and public school district to provide documentation of the special needs of the scholar.

Choice Application Appeal Process: The school's choice administrator and/or designees review all Milwaukee Parental Choice Program (MPCP) and Wisconsin Parental Choice Program (WPCP) applications and determine eligibility. Residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and the prior year attendance requirement if the scholar is applying for the WPCP, are the only considerations for eligibility.

Determinations as to whether or not an application is eligible is done within the DPI mandated timeline. Ineligible applicants will be notified of their ineligibility by U.S. mail.

A parent or guardian may appeal an ineligible MPCP or WPCP application directly with the school. Appeals must be submitted in writing to the school office within five days of receiving written notice of ineligibility. All appeals will be reviewed by the choice administrator. A determination of the appeal will be made in a timely manner and the parent/guardian will be notified of the final decision by U.S. mail.

Scholar Records (5125)

The scholar's parents or legal guardian have the right to inspect the scholar's records in the presence of the principal or a delegate. Authorized persons shall submit a written request to view records. An adult scholar and/or parents/guardians of minor scholars may have full access to, and the right to challenge the accuracy of, the data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult scholars, and parents/guardians of minors should have access to scholar data without a subpoena or written permission of the parents.

When a transfer or dismissal occurs, official transcripts, including behavior records, shall be mailed to the receiving schools or delivered by a school official. They are never given to scholars or parents for delivery to the school.

Volunteers

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

Screening, Background Checks & Training (6153)

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Obtain Safe Environment Certification
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee
- Must have knowledge of the following policies and procedures:



- Mandatory Reporting of Child Abuse and Neglect (5140.1)
- Mandatory Reporting of School Violence Threats (5140.12)
- Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
- Be approved by a member of the professional staff
- A criminal background check must be repeated every five years. If I get no problem, how are you today?
Yes Yep so they're working on that now I'm gonna follow up with them in a few minutes yeah

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

Fundraising

Fundraising activities of any kind must receive advance approval from the School Principal and/or Dean of Operations at least four weeks in advance. Activities or events that may be considered fundraisers include but are not limited to soliciting donations, selling products (e.g. candy, bakery, videos/DVDs, discount cards, magazine subscriptions, etc.), providing services (e.g. washing cars, providing babysitting, tutoring, etc.), and hosting events (e.g. camps, clinics, dances, concerts, talent shows, etc.) in order to generate funds used to support the school, class, or scholar organization. No solicitation or contributions may be conducted in the name of the school or on campus without written advanced approval.

Accounting of Funds

Expenses: All expenses related to fundraising must be approved via the school's fundraising form before any purchases are made. Any expenses for the fundraiser will come out of the money raised from the corresponding fundraiser. The materials that will be approved will be those that the school is confident the profit of the fundraiser will cover. Expense details and reporting shall be maintained at the school level with coordination and support from the volunteer fundraising coordinator. High-level reporting will be maintained by the Seton accounting team. Additionally, schools and groups will need to report the cost of an item purchased for resale as this is an ineligible choice expense (e.g. concessions, trinkets, etc.).

Purchasing: Volunteer and scholar groups are required to adhere to Seton's purchasing and cash handling procedures that also align with Generally Accepted Accounting Procedures (GAAP). It is preferred that purchases are completed directly by the school. In some instances, volunteers may request a reimbursement for pre-approved items only.

Sale of Food

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. At no time may fundraisers compete with the National School Breakfast and National School Lunch Program as required by the USDA. Therefore, food-related fundraisers are not to take place one hour before or one hour after meal service has ended per meal service schedule for all grades at the school. Exempt fundraisers involve food items that do not meet the Smart Snack nutrition standards during school

hours. Fundraisers' requests should be submitted and listed on a school form for approval and filed at the school with a copy provided to Seton's Nutrition Program Director.

Scholar Fundraising (3270)

scholars may engage in fundraising activities under the control of the school. All scholar or class fundraising activities must have a teacher contact and be approved four weeks prior to the start of fundraising.

Fundraising for Field Trips (3282)

Field trips are a rich source of authentic learning for all scholars. Field trips are recognized as a source of worthwhile learning activities that broaden scholars' experiences. All scholars should have the opportunity to access field trips that enhance the curriculum. Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the school principal. All funds raised must pass through the school and must be used for costs associated with the Field trip. No individual scholar or family may receive a monetary benefit from the fundraising that is not equally applied to all scholars or families. Likewise, donors cannot make a contribution on behalf of a specific scholar and have that contribution considered tax-deductible.

In the event that the Field trip is canceled for any reason, all funds raised are the school's and may not be disbursed to individual scholars or families. The principal is encouraged to consult with the scholars and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

Fundraising & Volunteerism (3281)

Involvement of parents in the life of the school and parish is welcome and should be encouraged. However, the utilization of volunteer services or mandatory fundraising as a means of determining which families or scholars receive a discount on tuition or program fees is not permitted.

Parish and school criteria for the payment of tuition must be in accordance with the regulations of the Internal Revenue Service (IRS) which prohibits counting school tuition or other required participation as a contribution to the parish.

The laws of the state of Wisconsin forbid:

- A Choice school from requiring a parent to volunteer or raise funds as a condition of admission; furthermore, the school cannot impose any penalty on a parent or child for failure to participate in fundraising activity or volunteerism.
- Any sort of compensation (e.g. access to the school or school programs) to volunteers assisting in the operation of bingo and/or other games of chance is prohibited.

Volunteer services that are mandated in order to receive a discount, avoid paying a penalty, or allowing a "buy out," pose the following issues:

- Viewed by the IRS as a form of compensation and thus may involve the issuance of a Form 1099 to those receiving the discount
- Puts the parish/school at risk of paying Unrelated Business Income Tax (UBIT)
- Subjects the parish to risk for any accidents/claims that arise

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

Health

Sick Policy

Each year school children have an average of five to seven common infections such as colds, COVID-19 infection and intestinal upset. For the protection of your child and his/her classmates, please keep your child at home when ill and please notify the school (414-964-1770). The following symptoms may mean that an illness is contagious:

- Fever, diarrhea, vomiting within the last 24 hours. Children need to be symptom free for 24 hours before returning to school.
- Thick mucus or pus draining from eyes.
- Sore throat, especially if combined with fever or swollen neck glands.
- Rashes with fever or rashes of unknown origin.
- Upper respiratory infection and/or severe cold, especially if accompanied with green or yellow nasal discharge and/or ear pain. Coughs spread germs, and a cough that keeps a child up at night means they will be too tired to learn the next day.
- Unusual fatigue, paleness, loss of appetite, confusion and irritability.

If a child becomes ill at school they will be allowed to rest for a short period of time in the office. If they are unable to return to class, parents/guardians will be notified and asked to pick the child up and take them home to rest and recover.

To return to school after illness your child must:

- Be without vomiting or diarrhea for 24 hours without the use of medications, and be able to keep down food and water
- Be without an uncontrolled or a persistent cough
- Have an oral temperature less than 100.4 degrees without the use of medications
- Feel well enough to take part in a regular school day

The school is committed to reinforce good health and hygiene protocols including cleaning and disinfecting schools on regularly scheduled intervals, providing proper ventilation and airflow throughout schools, reinforcing proper hand washing and cough etiquette practices. Hand sanitizer will be available for scholars and staff.

Accident Procedures

Only the principal or his/her designee (teacher in charge, administrative assistant) will be responsible for evaluating an injury and taking appropriate action. When other adults have the initial contact with the scholar, the principal or his/her designee must also examine the injury, determine treatment to be given by the school, and decide whether a parent should be contacted. The role of the teachers and supervisors is: providing emergency treatment in the case of a life-threatening situation, acting to prevent further injury, making sure the scholar gets safely to the school office, providing pertinent information about how the injury occurred, and assisting the scholar at the direction of the principal

or his/her designee—i.e. getting a Band-Aid or an ice pack, etc. All parent contacts to report injuries will be made by the principal or his/her designee. When necessary an accident/incident report form will be filled out. The principal, if present, will take responsibility for dealing with serious injuries. In his/her absence, the teacher in charge or designee will assume this role, unless any delay might result in further injury or death.

Communicable Diseases (5141.2)

Please notify the school office when your child has a communicable disease, including chicken pox and scarlet fever. Contagious diseases must be reported to local health departments. A written release is required before a child is allowed to return to school. Please contact your local health department for policies and regulations regarding this release.

First Aid

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

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

Excusing scholars from Physical Education Classes

On occasion, a parent may find it necessary to request a child's non-participation in physical education for a time. A scholar may be excused from physical education when he/she has a written doctor's excuse explaining the reason for non-participation in the class, and the length of time the scholar will not be participating. The excuse should be addressed to the physical education teacher and given to the homeroom teacher to forward.

Head Lice

Parents of any scholar with head lice or nit infestation will be called and the scholar will be sent home for treatment. The scholar will be readmitted to school once the treatment has concluded.

Scholars with Food Allergies (5141.4)

Some scholars in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy-producing food products. In these grade levels, all families need to consider such allergies in preparing lunches, treats, and snacks. The school will establish allergy-free zones in the lunchroom and other instructional areas where appropriate. Scholars with food allergies may have allergic reactions that vary from localized, mild, to systemic, life-threatening reactions. Therefore, scholars with food allergies must have on file at the school an allergy action plan and healthcare accommodations plan in accordance with the school's medication policy.

Health Examinations and Immunization (5141.31)

1. Each child that enters Kindergarten must have a health examination as specified by the Milwaukee Health Department. The form for this examination will be given at time of registration.
2. scholars entering Kindergarten and Grade 6 must have a Booster MMR vaccination before entering school in the fall. It is the duty of the parent to see that the child has been properly immunized when the child enters school. A form from the Milwaukee Health Department will list the proper immunizations needed.
3. Hepatitis B (HEP B) vaccine is required for scholars entering day care centers, kindergarten or 7th grade. The grade requirement will advance 2 grades each year. For example, during the 1998-1999 school year, Hep B vaccine will be required for scholars entering grades K, 1, 7, 8. The scholar Immunization Rule (HSS 144) contains one of the following deadlines and waivers: Within 30 school days after admission, each scholar who does not file a waiver must submit written evidence of having received the first dose of HEP B vaccine.
4. In cases where the immunizations are not up to date, school offices will inform the parents. A list of non-compliant scholars will be reported to the state as required by the Department of Public Instruction.

Medication (5141.5)

Two forms must be filled out in order for school personnel to administer prescription drugs. The first is the Physician's Order for Medication Administration Form. Forms are available in the school office. Please take this with you whenever your child has an appointment with a physician and you expect a prescription will be given. The second is the Parent/Guardian Medical Consent Form that authorizes school personnel to administer the prescription. Both these forms are required by archdiocesan policy. Without these forms, parents will be responsible for administering the prescription medication themselves during the school day.

Prescription medication must be sent to the school office in a pharmacy-labeled container with the scholar's name, name of prescriber, name of prescription medication, the dose, effective date, and directions for administration. It is the responsibility of the scholar, if age-appropriate, to come to the school office to get his/her medication at the designated time. The school will keep medication under refrigeration if needed. scholars with asthma may carry an inhaler with them with a signed consent form.

Non-Prescription Drugs (5141.5)

Non-prescription drugs may be taken during the school day with permission from a parent. Non-prescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. A parent/guardian medication authorization form/non-prescription medication form must be filled out. If a scholar needs cough drops, the parent should send a dated note requesting that the scholar be allowed to use them. All pills and other types of medication must be brought to the office for safekeeping, along with a note from a parent stating the dosage and when the medication is to be given.

Extended Care

The YMCA of Metropolitan Milwaukee is proud to partner with Catholic East Elementary School to provide Extended Care for scholars enrolled in after-school care for children in grades K4-8, conveniently located at Holy Rosary and Sts. Peter & Paul campuses. Their licensed program is led by qualified, caring staff and designed to compliment the school



day with fun activities that also support character development, healthy lifestyle choices, and academics - all while having fun!

Hours & Location: The school **does not offer before care**. After care takes place from 3:30-6:00 pm.

Fees: Any registered scholars at Catholic East Elementary are eligible for the Extended Care Program but must register with the YMCA directly or through www.ymcamke.org/school-age.

Sign In & Sign Out: Extended Care may only release your child to you, the custodial parent(s), or someone you designate. The person to whom your child is released (including yourself) should make sure the sign-out time is recorded. If someone else other than the parents will be picking up your child, you must write a note, call 414-374-9462 or email knesbit@ymcamke.org to let us know who that person will be. The person may be asked for photo identification if they are unknown to Extended Care staff. Please make sure Extended Care staff is aware if your child is to go home with another child's family.

Snacks & Programming: Snacks are eaten when they arrive. The children are then given the choice of different activities including, but not limited to, homework room, games and crafts.

Behavior: scholars are expected to respect other scholars and the Extended Care staff and to use language appropriate in a Catholic setting. Behavior which is unsafe for others or self will not be allowed, nor will intentional destruction of equipment. To maintain order and the safety of all the children, supervisors will use behavior modification techniques such as modeling, positive reinforcement, teacher time outs and redirection. The extended care program will follow the school's discipline policy. Consistent failure to abide by the rules on the part of either the parent or child will result in dismissal from the program.

Technology

Acceptable Use of Technology (6162)

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

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

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks

- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

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

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

Chromebooks

Parents will be required to sign out their child's chromebook for the year. Upon signing out your child's chromebook, a care and policy document will accompany the chromebook. Chromebooks are property of Seton Catholic Schools or MPS and therefore must be returned in the same condition in which they were received. Families may be charged a fee for lost or damaged chromebooks.

Personal Electronic Devices (6162)

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

It is the user's responsibility to:

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

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

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

The scholar user of a personal electronic device shall accept sole responsibility for its preservation and care. scholar users understand:

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

Guidelines for Use of Social Media (6162)

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

Scholar Policies

Cell Phone Policy

Scholars must turn in their cell phones during breakfast to their homeroom class bin upon arrival. All cellphones will be returned to the scholar when their names have been called for dismissal.

Acceptable Drinks, Snacks & Chewing Gum Policy

Catholic East is dedicated to the health and well-being of all students. Food service staff strives to serve nutritious child-appealing meals according to food safety standards. With this in mind the following items are prohibited for school meals; soda; energy drinks; beverages containing caffeine (including coffee), fast food and gum. Please also consider portion sizes of foods sent in bag lunches or for snacks.

Scholars are not permitted to chew gum during the school day. If gum is given to a scholar during the day as part of a class prize or raffle, scholars will be asked to put it in their bags and may chew gum after they have left school.

Dress Code (5132)

Dress code is of extreme importance when maintaining a culture of excellence and high expectations for scholars. The uniform conveys to both the internal and external community that school is a place of “business.” Uniforms not only help our scholars maintain a neat and professional appearance, but they reduce distractions in the classroom, and reduce the stress of scholars and parents needing to worry about what to wear. As a staff, we are unified and committed in our efforts to maintain consistency in the enforcement of the scholar dress code outlined below.



The Principal has the final say with regard to all dress code and scholar appearance issues. If your child comes to school in clothing that is not consistent with the Catholic East dress code, parents/guardians will be called first thing in the morning and will be asked to bring the proper clothing to school. The official formal school uniform is required for all scholars in K3 through Grade 8.

Male Scholars	Female Scholars
<ul style="list-style-type: none"> ● Dress shoes or tennis shoes ● Shirts must be a white or navy blue polo ● Undershirts worn under uniform shirts must be white or navy blue ● Sweaters are to be solid white, solid gray, or navy blue only (cardigans or sweater vests are acceptable) ● Pants must be navy blue or khaki ● Shorts must be navy blue or khaki ● Belts must be worn with pants with belt loops (2nd-8th) ● Socks must be worn daily and can be any color. 	<ul style="list-style-type: none"> ● Dress shoes or tennis ● Shirts must be a white or navy blue polo ● Undershirts worn under uniform shirts must be white or navy blue ● Sweaters are to be solid white, solid gray, or navy blue only (cardigans or sweater vests are acceptable) ● Pants must be navy blue or khaki ● Shorts must be navy blue or khaki ● Skirts and jumpers need to be the uniform “White Plaid” (see below for ordering information) ● Shorts/skirts must be no shorter than fingertip length ● Belts must be worn with pants with belt loops ● Socks must be worn daily and can be any color ● Leggings/tights must be a solid white, black, or navy blue

Jumpers/skirts: Girls may wear Catholic East Elementary School jumpers/skirts/skorts in “White Plaid” which can be purchased from Land’s End, www.landsend.com, using our school code, #900128638, regardless of the grade they are in.

Catholic East Elementary School Spirit Wear sweatshirts may be worn to school **only on School Dress Down Days**. To order: [Spirit Wear Store](#) provided by PrepSports anytime during the school year. The [Spirit Wear Store](#) offers a large variety of design options and styles. Any of these are fine for Spirit Wear days with the exception of “hoodies.”

PROHIBITED ITEMS INCLUDING OUT OF UNIFORM DAYS	
<ul style="list-style-type: none"> ● Hooded sweatshirts/zip-ups ● Leggings as pants ● Wheeled/light-up shoes ● Tattoos ● Ripped/holes in jeans/leggings ● Tops promoting political agendas/issues ● Hats/hoods of any kind ● Biker shorts 	<ul style="list-style-type: none"> ● Heels/platform shoes ● Flip flops ● Open back or open toe shoes or sandals ● Crocs ● Fake nails exceeding ¼” ● Earrings larger than a quarter ● Spaghetti strap tops ● Cropped tops ● See-through/sheer fabric

PHYSICAL EDUCATION DRESS CODE

6th-8th grade scholars should change into a different shirt for P.E. Tennis shoes must be worn on gym days (especially on dress up days, spirit wear days, or out of uniform days) for K3-8th grade scholars. Scholars need to bring tennis shoes to school with them if they are not wearing tennis shoes to school on PE days. Tennis shoes that Velcro are a must for scholars in K3-K4 unless scholars are able to tie shoelaces.

OUT OF UNIFORM DAYS

Spirit Day: Takes place on the third Friday of the month (All School Mass weeks), or other days deemed “Spirit Days,” or “Dress Down Days” by the school Principal. On Spirit Wear days, scholars can dress in Catholic East Spirit Wear (which can be ordered online from our [Spirit Wear Store](#) provided by PrepSports), a college or sports team T-shirt, jersey, Faith House attire, or sweatshirt as long as the sweatshirt is not a hoodie.

Birthday: Scholars may “dress up” and/or be “out of uniform” on their birthday or half birthday (half birthday for those who have summer birthdays or their birthday occurs during a school vacation). The attire must be appropriate for school.

DRESS DOWN DAY POLICY

To be eligible for dress down days, scholars must maintain a minimum of 85% of their Behavior Points. Dress down days are a reward for scholars who consistently exhibit positive behavior and actively contribute to our school community. Scholars who have not earned enough Behavior Points will not be permitted to dress down and must adhere to the full uniform policy.

However, it's important to note that Spirit Days and House Spirit Days are an exception to this policy. Spirit Days and House Spirit Days do not require a specific threshold of Behavior Points and are open to all scholars, providing an opportunity for everyone to show their school and House spirit and enthusiasm.



Let's encourage a positive and respectful environment where scholars can earn and enjoy the benefits of their exemplary behavior and contributions to our school community.

Bathroom Policy

The bathroom policy restricts restroom use during the first ten minutes or last ten minutes of class, as well as during Direct Instruction. This policy is to ensure a focused and productive learning environment for all scholars.

1. **Maximize Learning Time:** Scholars will have uninterrupted access to essential content during the most critical moments of their lessons, ensuring they get the most out of their education.
2. **Reduce Distractions:** Frequent bathroom breaks can disrupt the flow of the class and distract both the scholar and their classmates. This policy will help maintain a focused and productive learning environment.
3. **Promote Responsibility:** Encouraging scholars to plan their restroom breaks outside of these restricted times will help them develop time management skills and responsibility.

Exceptions and Medical Excuses:

Every scholar's needs are unique, and exceptions may be necessary. If your child has a medical condition that requires frequent restroom breaks or if they have a medical excuse on file, we will make appropriate accommodations. Additionally, genuine emergencies will be addressed on a case-by-case basis to ensure the safety and well-being of our scholars.

Drug & Alcohol (5144)

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

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

An authorized employee, agent, or law enforcement officer, as defined in s. 102.475 (8) (c), authorized by the school may require a pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever an authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol on school premises. The authorized employee, agent, or law officer may use a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in the pupil's breath. Refusal to submit to the breath- screening test results in immediate suspension. The results of the breath-screening device, or the fact that a pupil refused to submit to a breathalyzer test, shall be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a scholar due to alcohol use.

Search & Seizure (5145.2)

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

Weapon-Free Zone (6114.6)

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

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A scholar or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal will notify the parents/guardians of any scholar who is in possession of a weapon and advise them of pending disciplinary action. Schools shall publish this weapons policy in all school handbooks. It is recommended that a sign be posted on school property to provide appropriate notice of this ban on weapons. It is strongly recommended that parishes without schools prohibit weapons in buildings used for child and youth programs.

Safety & Security

Catholic East Elementary and Seton Catholic Schools have adopted and implemented a safety plan that responds to hazards, mitigating emergencies, and ensuring the protection of building occupants. This plan is intended to communicate staff roles and responsibilities, facilitate coordination with local law enforcement, and establish the framework for an effective emergency management system. Components of that plan include the items outlined below.



Asbestos (5140.11)

SCS is in compliance with AHERA and the state governor's office. The Management Plan Location and Availability Form are located in the School Office.

Safety Drills (6114.1)

Seton Catholic Schools will conduct safety drills/exercises throughout the year on Fire, Tornado and Lockdown. A uniform, planned, and practiced response to any incident is the foundation of a safe school. Seton Catholic Schools will meet all required safety drills as indicated by the Department of Public Instructions. The following drills will occur during the year:

1. Fire Drills shall be conducted monthly
2. Tornado Drill shall be conducted 1 time in the spring
3. School Violence Drills per WI Act 143 shall be conducted 3 times a year/ once per Trimester. The last drill will involve law enforcement for observation.

Lock Down: Seton Catholic Schools utilize and practice the Standard Response Protocol (SRP) K12 from the [I love u guys Foundation](#) and is based on the response to any given situation not on individual scenarios. The SRP utilizes clear common language while allowing for flexibility in protocol.

- **Hold** (In Classroom or Area) - There are situations that require scholars and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping scholars out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.
- **Secure** - The Secure action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.
- **Lockdown** - A Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect scholars and staff from the threat.
- **Evacuate** - Evacuate is called when there is a need to move people from one location to another for safety reasons.
 - On-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can be resolved quickly, the school may have to plan for early dismissal.
 - An off-site evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat.
 - If there has been a violent event at the school, an off-site evacuation will almost always be necessary.
- **Shelter** - Shelter is called when specific protective actions are needed based on a threat or hazard. Training will include response to threats such as tornadoes.

Prior to a lockdown drill parent/guardians will be notified at least one week in advance of the drill. If the drill needs to be rescheduled, a new notice will be sent out. If your child is uncomfortable participating in the drill please notify the school principal.

Other Resources for Families: Please find links to the Parent Handout on SRP here: [English](#) and [Spanish](#)

Emergency Communication

If there is any type of emergency during the school day, the safety of the scholars is our highest priority. Our staff has been trained in how to handle emergency situations. In the event of an emergency, if children are to be dismissed from school early, every effort will be made to contact the scholar's parent, guardian, or designated emergency contact person. In the event of a school-wide emergency, parents are asked to be on standby and await instructions from the school regarding when and where to pick up children.

Emergency Notification System

Messages to families will be broadcast to families using the text and/or email feature of BrightArrow communication system.

Mandatory Reporting of Child Abuse and Neglect (5140.1)

The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened. An expanded policy with definitions with reporting requirements can be found in the Archdiocese Parish & School Policy manual.

Mandatory Reporting of School Violence (5140.12)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a scholar, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat. The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect.

Visitors (1250)

In order to ensure the safety and well-being of scholars and staff, school administrators shall regulate all visitors to their buildings and grounds. All visitors to the school shall report to the office when entering and must sign the visitor's log and obtain a visitor's badge before visiting classrooms and other parts of the building. This requirement does not apply

when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school leader or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to scholars, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

scholars may not bring guests to school unless the scholar's parent/legal guardian and authorized school representative have granted permission to do so.

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

Extra Curricular

Athletics (6145)

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on school and parish based athletic information. Catholic East Athletics include: grades 5/6 and 7/8 boys basketball, grades 5/6 and 7/8 girls basketball, grades 5/6 and 7/8 girls volleyball, and grades 5-8 co-ed track and field.

Extra Curricular Activities (6145)

See the policy 6145 in the [Archdiocese of Milwaukee Policy Handbook](#) for additional information on extra-curricular and enrichment opportunities.

School Wellness Policy

Seton Catholic Schools and Participating Network Schools

Nutrition and physical activity are known to influence a child's development, potential for learning, overall sense of well-being, and risk of illness through adulthood. scholars who practice good nutrition and engage in daily physical activity attend school with bodies and minds ready to take advantage of the learning environment. Nutrition education will be integrated into classroom subject areas. scholars will be offered opportunities to participate in physical activities in addition to physical education.

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

All meals shall be accessible to all scholars and meet or exceed current nutrient requirements established under the [Healthy Hunger-free Kids Act of 2010](#).

All food and beverages sold outside of the school meal programs shall meet the [USDA Smart Snack standards](#). The network encourages foods offered on school campuses to meet or exceed the USDA Smart Snacks in School standards, including those provided at celebrations, parties and classroom snacks. Schools will restrict food and beverage marketing to only those foods and beverages that meet USDA Nutrition Standards for All Foods Sold in Schools rule.

scholars will be offered opportunities to provide feedback (informal or formal) to inform menu development. The monthly menu will be provided to scholars, families, teachers and administrators. Seasonal fruits, vegetables or recipes will be highlighted on the menu.

Various stakeholders will be given the opportunity to participate in the development, implementation, and periodic review and updating of the Network's Wellness Plan. The network's Senior Leadership Team shall review and has authority to approve, reject, and modify the content of the Network Wellness Plan, including any recommendations for future changes to the Plan. The Network shall maintain, implement, and inform the school community and general public about a local school wellness policy that meets the requirements of federal law.

The COO shall implement and ensure compliance with the policy by leading the review, update and evaluation of the policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.

Nothing in this policy or in the Wellness Plan shall prohibit Network schools from undertaking additional school-level wellness initiatives, provided that such initiatives (1) do not either conflict with the formal Wellness Plan or unilaterally supplant or replace portions of the Plan; and (2) have otherwise been properly authorized within the Network. However, the administration and staff at individual schools must coordinate their scholar wellness initiatives with the formal Wellness Plan for the benefit of documenting such efforts and sharing ideas across the entire Network.

Adoption Date: May 11, 2021

Non-Discrimination Statement

USDA Nondiscrimination Statement Update

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for



benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

Mail:

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

Fax:

(202) 690-7442

Email:

program.intake@usda.gov.

USDA Nondiscrimination Statement Update

Spanish Version:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

Correo:

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

Fax:

(202) 690-7442

Correo electrónico:

program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

