



Parent & Student Handbook 2023-2024



423 Mill Street
PO Box 639
Campbellsport, WI 53010
Phone: 920-533-4103

www.stmattsschoolcampbellsport.com

St. Matthew Catholic School strives to educate the whole child through respect, responsibility, and service in living the gospel message.

School's Right to Amend Handbook (Archmil Policy # 5101)
The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

Principal Statement

Dear Parents,

This is the Parent & Student Handbook for St. Matthew Catholic School. In it are the policies, which have been formulated and approved by the School Commission. School Regulations are arranged so that you can easily locate any subject in question. This handbook is an important source of information and is necessary that you read it.

Please complete the Handbook Receipt page indicating that you have received and read the Student/Family Handbook and discussed it with your child(ren).

Sincerely yours,
Ms. Joan Schlaefer
Principal
St. Matthew Catholic School

Notice of Disclaimer

Every effort is made to treat members of the St. Matthew School community with respect and fundamental fairness. The Family Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the Archdiocese of Milwaukee Policies and Regulations Handbook will be conferred as appropriate. The administration has the right to amend the Family Handbook at any time. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

The information contained in this Handbook is identified according to numbers which coincide with Archdiocesan Policies. Policies and procedures are arranged in numerical order throughout the handbook. Contents of this document are subject to the interpretation of the St. Matthew School administration. All decisions made by the St. Matthew School administration with regard to this handbook, its contents and its enforcement will be considered final.

The rules specified in this handbook are applicable to all students in attendance at St. Matthew School.

Changes in Contact Information

Any change of parent/guardian contact information including home address, phone numbers, or email addresses should be reported to the school office as soon as the change is effective.

St. Matthew School Mission Statement

St. Matthew Catholic School strives to educate the whole child through respect, responsibility, and service in living the gospel message.

Vision Statement

Our vision is to be a family centered, supportive educational community striving toward academic excellence. We will inspire students to become independent thinkers with a love of learning and a strong family-based foundation. Our students will develop emotionally, spiritually and academically to face the challenges of the future and become responsible leaders of tomorrow.

Philosophy

We believe that each child ...

- Has the right to a nurturing, safe and loving environment
- Needs structure, rules, choices and opportunities to learn, grow and have fun
- Needs guidance in developing appropriate social behaviors
- Needs to develop a positive self-image, respect, and responsibility to themselves and others

- Needs activities that allow him/her to achieve or experience success at his/her own level

Goals

Spiritual Goals

In order to help each student attain spiritual growth we provide:

- Regular participation in Mass;
- An opportunity to receive the Sacrament of Reconciliation;
- Religious instruction from the Pastor;
- Religious instruction from the teacher;
- Daily classroom prayer;
- A Christian Catholic environment to learn in;
- Global Mission Awareness

Intellectual Goals

In order to help each student attain intellectual growth we provide:

- A scaffolded curriculum including basic skills;
- A variety of instructional methods and strategies;
- An education for each child at his/her ability level;
- Periodic evaluation of each child's progress in relation to the child's ability;
- A stimulating environment, conducive to learning.

Personal Goals

In order to help each student attain personal growth we promote:

- Responsibility and independence in learning;
- Commitment to Catholic values;
- Respect for authority while developing self-discipline and a positive self-concept.

Social Goals

In order to help each student attain social development we promote:

- An attitude of acceptance and respect of each individual;
- Service to others as a responsibility;
- Courtesy and good manners towards others;
- Participation in parish and community activities.

Physical Goals

In order to help each student attain physical growth we provide:

- Physical Education classes;
- Health information including nutrition, drug/alcohol awareness
- Services of the county nurse;
- An opportunity to join the parish athletic teams.

Purpose of a Catholic School

Basic Philosophy: Individual success for ALL students

1. Provide faith-filled values orientation.
 - a. A faith-filled view of the world nurtures students' spiritual lives in order to see the connectedness within oneself and with others, the Trinity, the earth, ideas, God's creatures, and the many mysteries of life. Frequent encounters with Christ are a must (prayer, liturgies, etc.)

- b. Develop such values as peace, justice, honesty, initiative, flexibility, perseverance, compassion, caring, responsibility, organization, sense of humor, common sense, patience, friendship, curiosity, and cooperation in learning experiences in and out of school.
2. Reflect our Catholic Heritage
 - a. Students must understand the rich tradition and history of their religious tradition and history of the religious legacy (traditional symbols and sacraments; devotions and practices; church seasons, feasts and saints; and be attentive to current church news).
3. Foster high academic standards
 - a. Provide guided opportunities to master basic skills as well as to make, implement and learn from one's own decisions.
 - b. Encourage students to be creative, critical thinkers capable of standing outside of their culture, reflecting upon it from a Christian perspective, and acting upon their belief.
4. Empower students
 - a. Clarify the expectations for self-discipline and recognize the need for rules and limits while being patient and forgiving.
 - b. Implement a discipline code that requires students to respect people, property, and other's opportunity to learn. The code is built on what will motivate students to accept responsibility for self and others, rather than on what is convenient for the staff.
 - c. Help students identify and nurture their individual intelligence – ways of knowing, making, and communicating meaning.
5. School – Family Partnership
 - a. Teachers and parents understand the worth of the child, ask students to be concerned about each other, and identify and nurture student's unique relationships with knowledge.
 - b. A partnership of faith in which teachers and parents, guided by the Holy Spirit, collaborate in giving our youth a complete Catholic education.



Catholic Identity

St. Matthew School's primary mission is Catholic Identity. To accomplish this goal, St. Matthew School incorporates the following into the total school experience:

1. The liturgical and prayer service experiences are some of the most important features of Catholic Christian living at our school. They are celebrated in a form meaningful to the age groups, and involve the children through active participation. Attendance by parent(s)/guardian(s) makes a long-lasting impression on the students at all grade levels. Parent(s)/guardian(s) are strongly encouraged to join in Eucharistic celebrations at 8:30 a.m. at St. Matthew's Church on **Tuesdays**.
2. Sacramental preparation programs are offered in a setting, which involves family, parish, and child. St. Matthew School children take part in the sacramental programs as members of their parish community. The programs are enhanced through the school curriculum.
3. Religion classes are held four days per week. All teachers of religion are certified in accordance with Archdiocesan policy. A weekly liturgy or prayer service constitutes the fifth day of religion classes.
4. Each school day begins and ends with prayer. Other prayer experiences are shared throughout the day, e.g., lunchtime.
5. With social development in each grade level in mind, social concerns are highlighted, e.g., service to the poor, the needy, and the lonely, etc., through visits and/or service projects.
6. A priest is available for liturgies, prayer services, reconciliation, special projects, general visits, etc.
7. Catholic Christian values are emphasized in everyday situations while focusing on human dignity, justice, and peace.

Daily Schedules

With the exception of Preschool, all classes are scheduled Monday-Friday, with off-days noted on the School Calendar.

Morning

5:45 am	Daycare opens
7:00 am	AM Homework Hour begins
8:00 am	AM Homework Hour ends; Students go to their classrooms
8:15 am	First bell: Students should be in classrooms
8:20 am	Second bell: Morning announcements, classes begin (students marked tardy if arriving after bell)

Afternoon

3:15 pm	Dismissal for bussers; Preschool dismissal → Gym doors or Daycare
3:20 pm	School ends; PM Homework Hour begins
4:20 pm	PM Homework Hour ends
6:00 pm	Daycare closes

****All students are considered TARDY if they are not in their classrooms when classes begin for the day at 8:20am.***

Before and After School Procedures (Homework Hour) for students in K5 and up**

Our supervisory day begins at 8:00am and ends at 3:20pm. We offer Homework Hour before school from 7:00am – 8:00am, Monday through Friday. Students who arrive at school before the supervisory day begins must attend Homework Hour (fees apply). All students must leave school or be picked up before the supervisory day ends at 3:20 p.m. After that time, students must attend Homework Hour (fees apply).

Before/After School Care Program from 5:45am – 6:00pm (hourly fees apply).

2023-2024

Academic Year Calendar

Important Dates

2023

8/22 - 8/23	In-Service
8/28 - 8/31	In-Service
Sep 4	Holiday - No school
Sep 5	First day of school
Oct 5	In-Service/No School
Oct 6	In-Service/No School
Nov 2	Half Day/Conferences
Nov 22-Nov 24	Thanksgiving Holiday
Dec 1	Trimester 1 Ends
Dec 25-Jan 1	Winter Break

2024

Jan 2	Classes resume
Feb 8	Half Day/Conferences
Feb 9	In-Service/No School
Mar 1	In-Service/No School
Mar 4	Trimester 2 Ends
Mar 28-Apr 1	Easter Break
May 27	Holiday - No School
May 31	Trimester 3 Ends
May 31	Last day of school

	First and Last Day of School
	Holiday - No School
	In-Service - No School
	Trimester Ends
	No School
	Conferences

January 2024

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

February 2024

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

March 2024

Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024

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

May 2024

Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2023

Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

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

December 2023

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

Contact Information

Email: office@stmattschoolcampbellsport.com
Phone: 920-533-4103 **Cell:** 920-948-4778

Website: www.stmattschoolcampbellsport.com
Address: P.O. Box 639/423 Mill Street
 Campbellsport, WI 53010

St. Matthew School Directory

St. Matthew Parish Office

Administration/Business Office

P.O. Box 740
Campbellsport, WI 53010

920-533-4441

Pastor - Fr. Mark Jones

fr.mark@aol.com

Business Manager – Naomi Schueller

naomi@stmattcport.org

St. Matthew School

Preschool and Elementary/Middle School (Grades K3-8)

423 Mill St. P.O. Box 639
Campbellsport, WI 53010

Office 920-533-4103/Cell 920-948-4778
Fax 920-533-8078

School Office

Principal - Joan Schlaefer

jschlaefer@stmattschoolcampbellsport.com

School Secretary - Naomi Schueller

office@stmattschoolcampbellsport.com

Family Care Center

Daycare Director –Janet Ramskugler

920-904-6016

Athletics

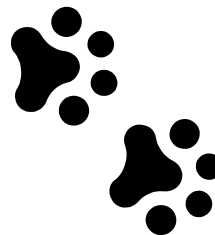
Athletic Director – Paul Schueller

414-588-2081

Food Service

Food Service Manager-Tammy Schuerer

920-533-4103



1000 Series – Community Relations

1112: External and Internal Communication

New avenues should continually be sought to improve relations and communications with all segments of the school and to expand contacts with audiences not typically reached. Administrators may make use of media as deemed necessary, such as the Internet, radio, television, and videos, to inform the community about the operation of the school in a manner reflective of mission and goals.

In order to ensure the integrity and quality of the information being delivered, only a designated parish/network/school representative shall maintain external communication channels on behalf of the parish/network/school. School administrators or designated staff must approve communications, such as announcements, posters, and flyers which may be sponsored by an outside organization but directed to their parish/school community.

To protect the privacy of students, staff, and families, each parish/school should establish policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and parish/school families. For inclusion in directories, permission is not required. However, schools must notify parents/guardians of eligible students about directory information and allow a reasonable time to request the school not disclose directory information about them.

All official pictures and recordings taken at events and activities of a parish/school by staff/volunteers remain the property of the parish/school. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. Media recordings of parish/school activities can be subpoenaed as evidence in a lawsuit.

Unauthorized websites, blogs, social network sites, direct mailings, and use of the parish/school name and/or logo are not permitted.

Parish/network/school communications may not be used for partisan political messages or paid advertising. Association, representation, or endorsement of or by any political candidate, party, or campaign, whether actual, inferred, or implied is prohibited.

See the Archdiocese of Milwaukee Social Media & Digital Communications Policy for additional recommendations and guidelines.

Media Request Standard Procedure

All media requests must go through the Archdiocesan Communications Office. The Communications Director will assess the media request, ascertain deadline, and promise to respond to media requests as soon as possible. The Communications Director will then contact the appropriate person(s), e.g., pastor, administrator, etc., to explain the request and determine the willingness of each person to participate in the media process. Ideally, the Communications Director is a facilitator and serves as an intermediary to gather information and set up optimal conditions for successful media relationships and coverage. Once the details have been worked out, the Communications Director will put the two parties in contact with one another. Certain media requests will entail having the Communications Director present, although this is not foreseen in the majority of cases.

Parishes, schools, and ministries seeking coverage by major news outlets should coordinate with the Archdiocesan Communications Office before initiating contact (with the exception of events submitted for inclusion in community or event calendars.)

Sensitive or Controversial Issues

Any external communication from a parish/network/school office regarding controversial issues or serious incidents must be approved by the pastor/parish director/president/administrator and follow archdiocesan guidelines.

All inquiries from television and radio stations, newspapers, websites, or blogs regarding sensitive or controversial topics must be referred immediately to the Archdiocesan Communications Office and the employee's pastor, president, principal, or supervisor. The Director of Communications will consult with archdiocesan leadership and legal staff, if appropriate, to draft a suitable statement.

Such matters may include, but are not limited to, the following:

- Lawsuits pending litigation or issues that could significantly expose the Archdiocese to litigation
- Personnel issues, including potential assignments, hiring, or firing decisions
- Allegations of criminal activity or misconduct by lay staff, teachers, school employees, volunteers, or clergy such as theft, sexual abuse, and drug abuse
- Specific legislative or political issues on which the U.S. Conference of Catholic Bishops, Wisconsin Catholic Conference, or Archdiocese have taken a position
- Parish financial affairs or fiscal policies or operations, such as budgeting or insurance coverage

Breaking News

In the event of breaking news, reporters and news trucks should not be allowed on parish property or within parish/school facilities without the expressed authorization from the pastor/school administrator. Parish/network/school facilities are private property. As such, a pastor, president, principal, or facility manager has the right to ask reporters to leave the premises. The Communications Office should be consulted when journalists come to a parish/network/school facility without a prior appointment and/or request comments.

Parish/network/school staff must behave in a professional manner when dealing with the media, as words and actions may be recorded and could be aired or published as part of a news report.

Communication with Parents

St. Matthew School will send a weekly Newsletter via email (Constant Contact) every Friday or on the last day of the school week to all school families. In addition, any important news will continue to be sent on an as needed basis.

Student opportunities (sport camps, summer school, etc.) through the Campbellsport School District and St. Mary's Springs Academy will be linked to the school newsletter or distributed to students as they are received in the school office.

St. Matthew School shall communicate with the parents of a child in a divorce action according to the directives of the court. Please see the Child Custody Policy for more information.

Individual classroom teachers may also choose to send home a weekly letter, email or folder.

All school news is published in the Campbellsport News.

All information submitted for publication must be approved by the Principal or Pastor.

1112.1: Website Policy

Every parish/network/school shall have a website for communication purposes. The pastor/parish director/president and/or school administrator shall ensure that the site content is current, accurate, and aligned to the mission of the parish/school. All appropriate archdiocesan policies and civil laws related to telecommunications will be followed, including copyright permission. There shall be more than one designated website administrator registered with the website host.

Domain names shall be registered to the parish/network/school and not to an individual person. There shall be at least two registered contacts, including the pastor/parish director/network/school administrator and an authorized designee.

Any organization or individual who establishes a website or a social media page that contains information related to any archdiocesan parish/network/school must secure the approval of the pastor and/or school administrator for the content of this site and the use of the parish/school name on this site. The pastor/parish director/president and/or Archdiocese of Milwaukee 13 school administrator will ensure that the site information is current and accurate and has a link established to the parish/school website. Failure to follow such policies may result in revocation of permission to use the name of the parish/network/school.

St. Matthew School Social Media Sites:

Facebook: [St. Matthew Catholic School Campbellsport](#)

St. Matthew School Websites:

- School Website: www.stmattsschoolcampbellsport.com
- Parish Website: www.stmatthewofcsport.org

1112.2: Photo and Video Release

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

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.

Care needs to be taken to ensure that any digital content, including but not limited to, video, audio and social media posts, does not release individual, identifiable information about minors without parent consent.

Release of Information Photography & Video Consent Form - All families are asked to complete at the start of each school year. In addition, parents/guardians may choose to allow St. Matthew School permission to tag them (parents) in photos and posts on social media including but not limited to Facebook, Instagram, and Twitter. Tagging pictures, posts, etc. with the names of minors is not permitted.

1250: Visitors to School Programs

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

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

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

Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so in advance.

A student is never released from 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.

1312: Rights and Responsibilities of Parents

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

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

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

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

1312.1: Parent/Student Complaints Concerning School Personnel

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

In a Catholic school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

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

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

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

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

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

2000 Series – Administration

2103: Advisory & Marketing Committee

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

The School Committee serves as an advisory body to the school administrator. It assists with policy development, identifying and expressing the educational goals and objectives of the school community, budget planning, and public relations. This group is the only committee that operates under its own set of bylaws.

Responsibilities

- Develop and define policies that govern the operation of the school
- Promote and monitor the implementation of those policies consistent with the policies and directives of the archdiocesan Office for Schools. The school administrator implements the policies as defined by the School Committee and develops the rules and regulations in accord with approved policy.
- Assist in the development of long-range plans for the school and actively seek opportunities for collaboration
- Participate in the evaluation of the school and its programs. Foster continued growth and development of excellence in education and effectiveness as an organizational entity. Engage in an annual self-evaluation of the school committee's functions and attainment of internal goals.
- Review and evaluate the school budget in conjunction with the school administrator. Throughout the budgetary process, a liaison from the parish Finance Committee should be available to work with the school budget committee.
- Make school budget recommendations to the parish council through the Finance/Administrative Services Committee
- Recommend a salary scale for employees in conformity with archdiocesan policy, recognizing, however, that it is the province of the pastor and principal to interview, employ, evaluate, and dismiss teachers and administrators as stipulated by archdiocesan policy.
- Seek and obtain approval of the Parish Council to explore third sources of revenue for school
- Communicate and promote school programs in the parish and local community
- Participate in the search and selection process for a new administrator when requested
- Assure the involvement and compliance of the school with all state and federal mandates and programs applicable to religious and independent schools

Home & School Committee

St. Matthew School is blessed with dedicated parents who support the education of their children in many ways. The Home & School Committee exists for the betterment and enrichment of the students.

The Home & School Committee supports the teachers and staff who are engaged in the education of the children through prayer, family and school relationships, educational programs and overall promotions of the school in the surrounding communities.

Home & School Committee fundraisers exist for the purpose of helping to offset the cost of school operations, raise monies for purchasing items for classrooms, school activities, school grounds, and the school endowment fund. Each family's participation, through volunteering and fundraising, is crucial to keeping the cost of tuition reasonable. Home & School Committee meetings are open to all school families and parish members.

Home & School - Mission & Goals

Support School Life

- In-school events throughout the year
- Room parents

- Teacher meals during conferences
- Teacher appreciation

3000 Series - Business & Non-Instructional Operations

3240.1: Rules for the Collection of Tuition

Every school must have a tuition/enrollment contract that specifies tuition, fees, and other terms and conditions for student enrollment and parent/guardian involvement. The contract must identify if and when tuition and other fees are nonrefundable.

Regular collection of tuition is a necessary component of financial management. Each school must have a stated policy for tuition collection. A tuition management system may, depending on local circumstances, include a collection service. Tuition management services allow families to pay tuition through an automatic withdrawal from a bank account or other remittance agencies. Tuition management services provide real-time reporting to the school concerning whether families are meeting their financial obligations, allowing the school to pursue collection from families who are delinquent. Whether or not the school is using a tuition management service, oversight of tuition collection is an essential requirement for school viability.

Every school administrator must be fully informed of the status of tuition collection and ensure that parents are contacted when tuition is in arrears by one month. School administrators must establish and promulgate procedures for the collection of tuition and fees for the educational programs in the parish.

1. The parent handbook should clearly state the tuition policies and procedures.
2. Parents or guardians should be offered a variety of payment plans from which they might choose.
3. Each school is encouraged to establish a system of tuition assistance, to the extent that local resources will allow, for families that are unable to pay the fixed rate. In determining eligibility, the school should require a formal application and parent/guardian financial statement.
4. Parents should be informed that if they meet a financial crisis they are to discuss the problem with the pastor/principal who should make some adjustment. Administrators must give consideration to families that are unable to pay.
5. Parents or guardians must be contacted in writing when tuition is in arrears by one month.
6. Personal contacts must be made to parents/guardian who, after six (6) weeks, have failed to meet the initial request for payment. Parents must be informed of the actions to be taken by the school if payment is not made.
7. No student shall be terminated during the first semester for non-payment of the agreed upon tuition fee.
8. Financial obligations shall be reviewed at the end of each semester. The parish/school administrator or designee shall meet with parents to make decisions regarding payment of unmet tuition and fees.
9. A tuition-paying student may be dismissed at the end of a semester for non-payment of financial obligations when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations.
10. Schools participating in any of the Wisconsin Private School Choice Programs may not dismiss a Choice student due to non-payment of financial obligations, deny a Choice Program student application from any Choice Program pupil, or withhold the pupil's grades because the pupil or the pupil's family cannot pay or has not paid tuition charged. Under §§119.23(2)(a) and (b), and 118.60(2)(a) and (b) Wis. Stats., only income, residency, and date of birth can be used to deny a Choice Program application.
11. All students must be allowed to complete all academic work in progress, including class/semester/final exams, before terminating enrollment for non-payment of tuition/fees.
12. Delinquent accounts may be turned over to a collection agency for final resolution.

St. Matthew School Tuition Information

All families must have a tuition payment and authorization plan on file before school starts. The authorization form must include the method and timing of payments. All additional fees (Technology, Art & Books) are included in the tuition cost for the 2022-2023 school year.

K3 & K4 Student Tuition (2023-2024)

K3 3-Day Option (M, W, F): \$2,140/year

K3 & K4 5-Day Option: \$3,475/year

Full-Time Student Tuition (K5 through 8th Grade) (2023-2024)

1 Student \$2,525

2 Students \$4,420

3 Students \$5,680

**No additional charges for 4th child and beyond*

Tuition is non-refundable.

Tuition and fees can be paid by cash, check, or online through Procure.

Tuition rates will be adjusted for families who transfer to St. Matthew School mid-year.

Non-Payment of Fees

If tuition and other charges are not paid in full before the start of the new school year:

- Registration will not be processed for the following school year.
- Possible small claims collection.

Tuition Assistance

- Tuition Assistance is available for K5-8th Grade students only.

To be considered for tuition assistance:

- A Tuition Assistance Application must be completed and submitted with all supporting documents by May 1st prior to the upcoming school year. All applications will remain confidential.

Our goal is to work with every family to provide a quality Catholic education.

Procure – Online Payments

St. Matthew School has made online payments available for Tuition, Hot Lunch, Child Care and other fees. Online payments through Procure are simple, safe, secure, and typically take less than five minutes to complete. Contact the school office for more information.

Tax Deduction for Tuition Expenses

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 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.

To receive the Wisconsin Private School Tuition Tax Deduction for K-8 tuition paid in the calendar year 2023:

Wisconsin 2023 Individual Income Tax Forms

Scroll down the list to 'Schedule PS' or follow this link

Complete the form using the following information:

St. Matthew School legal name: St. Matthew Congregation

The address is: P.O. Box 639, 423 Mill Street, Campbellsport, WI 53010

The FEIN number is: 39-2012475 For more information, questions, etc. please read 'Common Questions about Private School Tuition' at: <https://www.revenue.wi.gov/Pages/FAQS/ise-privscht.aspx>

* Links for information will be published as it becomes available.

3250: Property Damage

Parents of students will be held responsible for the replacement cost of any materials or property which are lost or damaged through their children's negligence. See Policy 5131.5 Vandalism

3281: Fundraising and Volunteerism

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

3517: Security: Buildings and Grounds

Each school should formulate an appropriate security plan for its buildings and grounds. Responsibility for implementation of the elements of the plan shall be determined by parish, school, and religious education administrators.

For the safety of children and staff, building security must be assured whenever programs for children and youth are underway. Entrance into the educational facility should be controlled at one main entrance. During the school day, all doors accessing the educational facility should be kept locked.

Incidents of illegal entry, theft of property, vandalism, or damage to property from other causes will be reported to the school administrators and law enforcement officials as soon as discovered. A written report of the incident will be filed within 24 hours of the discovery.

Regulations should be established on the local level regarding the prohibition of vehicles on school property in unauthorized areas.

3541.1: Transportation of Students

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the area during non-school hours. In instances where activities take place in the village or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the Request for Driver's Record Check. Catholic Mutual will check the driving record through the state and communicate the results to the parish. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three-year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, Church Transportation – is it Necessary and Ministry-Based.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

Bus Transportation – Johnson Bus

Students are expected to observe good conduct when riding the bus. Parents are asked to encourage good behavior on the bus. Poor behavior on the bus will not be tolerated.

An official from Johnson Bus Company along with the principals from St. Matthew School and the Public School will work together to deal with any bus infractions on Johnson busses.

Bus riding privileges may be revoked if a student does not demonstrate the proper behavior on the bus. Parents will be notified of any disciplinary actions taken.

5000 Series – Students

5110: Admission

The school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the school community in a cooperative relationship.

The school respects the dignity of the child. Neither race, nationality, or other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

1. Families are admitted into the school community when on the basis of a personal interview the pastor or his designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. The pastor/parish director/president is the final authority on the admission of a student into the school. This decision is not subject to appeal to the School Board or School Advisory Commission.
2. All students are on probation during the first calendar year of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Board or School Advisory Commission. Notification of the probationary period shall be placed in the student/parent handbook.
3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
4. In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:
 - To all children currently enrolled
 - To children of families with siblings currently enrolled in school
 - To children of parishioners
 - To children from other Catholic parishes
 - To children of other religious affiliation
5. Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates. The applicable programs are:
 - Milwaukee Parental Choice Program
 - Racine Parental Choice Program
 - Wisconsin Parental Choice Program
 - Special Needs Scholarship Program
6. In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families.
7. All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

Application Appeal Process

Wisconsin Parental Choice Program (WPCP) application: By May 1

Schools may only reject a Choice applicant if the application does not meet the Private School Choice Program's (PSCP) residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and prior year attendance requirement if the student is participating in the WPCP.

Under St. Matthew School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection, or by May 1, (whichever date is earlier) to provide written evidence to the school's choice administrator that the applicant was improperly rejected. If the applicant thinks their entry was denied wrongfully by the school's choice administrator, they may appeal in writing to the school's board president. The school's board president shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal. The board president's decision regarding the appeal will be final

5110.1: Non-Discrimination Policy

St. Matthew Catholic School respects the dignity of the child. Neither race, nationality nor other forms of discrimination will prevent a child from being accepted unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

Students who are not Catholic must be willing to be present at Mass and prayer-related activities and fulfill the religion curriculum requirements for graduation at St. Matthew Catholic School.

5110.2: Non-Catholic Students

The parish and school will develop policies at the local level regarding participation in religious education classes and classes which incorporate religious values. These policies will reflect both the school's philosophy and due respect for the belief and traditions of families and children/youth of other faiths.

The parish and school will develop policies at the local level regarding attendance at sacramental liturgical celebrations. Students of other faith traditions should not receive the Sacraments of Eucharist or Reconciliation when they participate in school liturgies because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases. They respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

At the time of application, parents should be advised of the school's expectations and policies regarding involvement of students in religious education and formation activities, including sacramental liturgical celebrations.

With appropriate sensitivity to and respect for the religious beliefs and traditions of the non-Catholic parents, the school and parish will encourage and invite their participation in religious education and formation activities both within the school and within their own faith communities.

Families of students should be welcomed to the school and upon inquiry should receive information about the Catholic faith. This should also be true of students. If there is a request for entrance into the Catholic community, this should be facilitated through the respective parish.

In those areas where it has been directed that policies are to be developed at the local level, the following matters should be considered:

- Inclusion of a process for early identification of the religious affiliation of all children registered in the school or religious education program.

- Communication to teachers and religious educators regarding religious affiliation of the children in their classes or programs.
- Development of a plan by which children are informed, in the company of their parents, of their nonparticipation in sacraments and reasons for this.
- The issue of whether involvement of non-Catholic children in religious education classes involving sacramental preparation for First Eucharist and First Reconciliation is appropriate.
- Exploration of ways of involving non-Catholic children in liturgical celebrations of the sacraments, especially First Eucharist and First Reconciliation, with their respective classes, which would not include actual reception of the sacraments.

5111: Admissions to Preschool, Kindergarten (3, 4, & 5-year-old) and First Grade

Upon admission to Preschool, Kindergarten or Grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable. Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- No child may be admitted to 3-year-old Kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old Kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old Kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the first grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old Kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply. Each school shall establish procedures, conditions, and standards for exempting a child from the requirement to complete Kindergarten prior to admission to first grade.
- Children entering K3, K4, K5, and first grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

5111.1: Early Admissions to Preschool, Kindergarten (3, 4, & 5-year-old) and First Grade

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5112: Compulsory School Attendance

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

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

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

1. Parameters for excused absences

2. Examples: personal illness (medical verification may be required); family emergencies or crises; attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed
3. A school may recognize a family vacation as an excused absence but should develop guidelines regarding the length of the vacation, whether or not a parent/guardian accompaniment is required, expectations for notification to the school, expectations for missed school work, and principal approval.
4. Parameters for unexcused (truant) absences
5. Examples: working, babysitting, car trouble, oversleeping, running late, or missing the bus
6. Parameters clearly defined for when a tardy becomes an absence
7. Process for the parent or legal guardian to notify school of an absence
8. Process and potential consequences school may impose for excessive tardiness and/or absences
9. 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 in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
10. There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
11. A school may develop and implement a plan of action to address chronic tardiness or absence of a student.
12. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

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

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

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

To give teachers time to gather all assignments, homework for student absentees may be picked up in the school office between 3:00pm and 4:00pm. Please call the office to make arrangements.

It is the responsibility of the student to make up all class work missed due to an absence. Students will have the same number of days (as days absent) to hand in homework. Students are responsible for all assignments/notes for absences/vacation days outside of the scheduled calendar days.

Application and Acceptance to Wisconsin Parental Choice Program (WPCP) and Appeals Process

Families enrolling through the Wisconsin Parental Choice program are registered in accordance with the regulations established by the Department of Public Instruction. All students are on probation during their first year of attendance.

The admissions staff and/or administrator or designee will review all requests for admission to the WPCP at St. Matthew School. The President and/or Principal make the final review.

- Schools may only reject a student choice application if the student does not meet program requirements.
- Schools must conduct a random selection, if applicable, within one week of the end of the open application period and before the court date. Therefore, there is a limited time for appeals.

This appeals process will be used if the private school rejects an applicant:

All appeals relating to rejection from the WPCP shall be heard by the President. In the event that an applicant to the WPCP is rejected, the rejected applicant will have five working days from the date of receipt of their notice of rejection to provide written documentation to the President that the applicant was improperly rejected. The rejected applicant will then be notified of acceptance or rejection of the appeal in a timely fashion.

5113: Release of Students

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

Absences – Specific to St. Matthew School

Student absences must be called or emailed to the school office by 8:30 am. If you get the office phone voicemail, please leave the name of the student and reason for the absence in the message. Parents will be contacted if a student absence is not reported by 9:00 am.

- d. Absences that are called in and lasting 2 days or less do not need a written excuse for the student to return to school.
- e. Absences lasting 2 or more days require a doctor's signature, unless the absence is due to a pre-planned vacation.
- f. All communicable diseases must be reported to the school office (chicken pox, head lice, etc.). We are required to report communicable diseases to the Fond du Lac County Health Department.

If your student becomes ill at school, a parent will be notified. If the school is unable to reach a parent, the emergency contact person listed on the 'Student Information Health & Information Form', will be called to pick up your student. Students leaving school due to an illness need to be signed out in the office by an adult.

Unexcused Absences

Extracurricular Activities: Students with an unexcused absence for any portion of the school day may not participate in any school-sanctioned activity or event on that day. If a student has an unexcused absence on a Friday, he/she may not attend or participate in any school-sanctioned activity or event that occurs that weekend.

Appointments

If it is necessary to schedule an appointment for a student during the school day, please send a note, call or email the school the day prior to the appointment. If the appointment is made the same day, contact the school office before the given appointment. Students need to be signed 'in or out' in the school office by an adult.

Tardy, Half-Day Absence and Early Dismissal

The first bell will ring at 8:15 am for students to be in school. The second bell rings at 8:20 am for classes to begin. At the end of the school day, the bell will ring at 3:10 pm for bus students to get ready to leave. All students will be dismissed by 3:20 pm.

If a student is brought to school at any time after 8:20 am or taken out of school any time before 3:00 pm, an adult must sign the student in or out in the school office. The student will be marked in the following way:

- g. TARDY: if arriving at school after 8:15 am.
- h. HALF DAY ABSENT: if arriving at or leaving school between 9:30 am and 2:00 pm.
- i. EARLY DISMISSAL: if leaving school between 2:00 pm and 3:20 pm. Early Dismissals show on the report card as a Tardy.

Early Release from School

Under no circumstances will a student be released from school to anyone other than a parent or guardian without written or verbal permission from the parent or guardian. It is the responsibility of the parent or guardian to make the school aware of the identity of the person they designate to pick their student up from school be it themselves or someone else. See Authorized Pick Up List.

In order for a student to be released before the end of the school day, a note, phone call, or email must be received in the school office from a parent or guardian. Please notify the school the day prior or as early in the day as possible so teachers may be made aware of the arrangements and class adjustments can be made.

Students will wait inside the school office until the parent, guardian, or designated person arrives to pick them up. The parent, guardian, or designated person must come to the school office to sign the student 'Out' before the student will be released.

Authorized Pick Up List

For the safety of our students, we will not allow a student to leave the school grounds with any person unless authorized in writing by the parent or guardian.

This form is part of the Family Release Form. Parents/Guardians are asked to complete this list at the start of the school year. Additional names may be added to the list at any time by contacting the school office.

Vacation Requests

Family vacations and activities should be planned to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for a family vacation or activity, a student can only be excused for a maximum of ten (10) days per school year.

Please submit a request for vacation to the school office for Teacher and Principal approval at least two weeks (or as soon as possible) in advance of the planned absence. The form can be found on our [website](#) or the school office.

Make up work is dependent upon the nature of the class and the type of work missed. It is the student's responsibility to complete make-up work after his/her return from vacation. If a student is absent 5 days, he/she has 5 days to complete the homework.

5120: Student Academic Progress

St. Matthew School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.

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

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

St. Matthew School tracks student accommodations and modifications longitudinally by trimester and year-to-year. Accommodations and modifications are used to help students achieve curriculum goals based on his/her individual abilities. The Learning Team monitors student interventions and helps disseminate this confidential information through the school system.

5120.1: Assessment of Student Learning

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

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

- j. Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- k. On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- l. Intermittent school wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- m. Standardized summative assessment to direct ongoing school improvement.
 - To receive accreditation, all schools shall administer standardized assessments as required by the Office for Schools. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

5121: School Grading Practices

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

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

5123: Student Promotion and Retention

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

Final decisions on retention will rest with the local school authorities.

Transfer of Student Records

It shall be the responsibility of the principal to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- A written request from the student's parent or guardian that he/she intends to enroll the student in another school or district.
- A written request from the school or district in which the pupil has enrolled.
- A court document that the pupil has been placed in a secured correctional facility, child-caring institution or group home.

All pupil records must be transferred to the new school.

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school. Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

Schools participating in the Choice program are required by state law to send student records to another school or district within five (5) working days of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school.

All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students.

The following Student Records must be sent to the receiving school:

- Copy of Permanent Record
- Copy of the last student Report Card
- Copy of Immunization Record

Receiving Student Records

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

The following procedures apply when records are received:

- Start a new permanent record for transferring student
- Place records from sending school with the new permanent record in the student's folder
- Keep on file student records, which are part of the local health or public school system

Transfer of Credits Policy

St. Matthew School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with St. Matthew School's academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Grade placement will be determined by post application testing and evaluation of student records.

High School Diploma Policy

St. Matthew School does not offer high school and does not grant high school diplomas.

5123.1: Student Acceleration

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5124: Reporting to Parents

The professional staff of the school formation program is responsible for reporting student progress to parents in a variety of ways.

In schools, report cards shall be issued based on trimesters. All elementary schools are required to use an approved archdiocesan report card.

5124.1: Parent-Teacher-Student Conferences

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

Parent-teacher and Parent-teacher-student conferences may not be counted toward the required number of hours of direct pupil instruction. A day devoted only to Parent-teacher and/or Parent-teacher-student conferences may not be counted toward number of required student contact days.

A conference with parents of each student is to be held at least once a year. A second conference is recommended. Parent-teacher and Parent-teacher-student conferences are not considered part of an instructional day; however, the day is included in the five days permitted for school closure, by S.115.01 (10), that is, inclement weather and parent-teacher conferences. Conferences may be requested by the parent(s)/guardian(s) or the teacher at any time during the school year. Parent(s)/guardian(s) are to phone or send a note in advance to request an appointment with a teacher or principal at least 24 hours. Parent(s)/Guardian(s)/Teacher/Student Conferences will be held two times per year. The first scheduled conferences are mandatory and are held at the end of the first quarter. The second scheduled conferences are by parent(s)/guardian(s)/teacher request only and are held at the mid-point between the second and third quarter. If a parent(s)/guardian(s) needs a follow-up contact from a teacher after a conference or progress report distribution, the parent(s)/guardian(s) is strongly encouraged to contact the teacher. If you are unable to reach a teacher or principal directly, please leave your name and telephone number with the school secretary and your call will be returned promptly. K4 conferences as well as scheduled conferences are determined at the discretion of the teacher. The principal and/or pastor are available by appointment only. Interruptions to the normal school day (i.e. visiting a classroom teacher unless with a scheduled appointment) will not be tolerated.

5124.2: Child Custody

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

- When school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

We are required by law and by the Archdiocese Policy #5124.2 to require a copy of the court custody decree for any St. Matthew School student who is the subject of a divorce or separation or other custody arrangement. It is **very** important that we have this information on file for the safety of all the students and of St. Matthew School. All

information received is kept strictly confidential. This information will need to be updated annually. Your registration and school records are **not** complete until we have this information.

5125.2: Withholding of Student Records

Schools may not withhold the transferal of official student records (transcript of credits) for unsatisfied financial obligations.

5131.1: Bullying and Harassment

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 repeated or unwanted 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 school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

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

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

All staff members and school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student 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 students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

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 Coordinator of Safeguarding All of God's Family.

5131.5: Vandalism

Parents of students shall be responsible for the vandalism done by their child(ren).

Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

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

The school administrator is directed to:

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

5132: Dress Code

Everyone at St. Matthew School is to be treated with respect; grooming and clothing choices reflect that respect. Student clothing that disrupts the educational process will not be tolerated. Clothing with messages that may be offensive or embarrassing are not allowed.

Mass Attire

- All students must wear a navy blue polo shirt and khaki pants, dress pants or skirts on Mass days (Tuesdays).

Pants

- Low rise pants or pajama pants are not permitted.
- Capri pants, Gauchos, etc. are acceptable to wear year-round.
- Torn/ripped jeans are not permitted.
- Blue jeans should not be worn on field trips or Mass days unless noted.

Shorts

- Shorts may be worn to school if the temperature is predicted to be 70 degrees or above.
- Shorts must be of appropriate length.
- Students may not wear shorts on Mass days.

Leggings and Tights

- Leggings are a substitute for tights and should only be worn under a skirt, skort, dress, or jumper.
- Leggings must be worn with long shirts/sweaters and are not to be worn as pants.

Tops

- All shirts must have shoulder straps that are at least two inches wide.
- Shirts that are midriff bearing, low cut, backless, strapless or see-through will not be permitted.
- Sleeveless shirts that cover the top of the shoulder, are fitted under the arm, and have a finished edge are allowed.

Outdoor Clothing

- During the winter months, ALL students should wear proper clothing in the interest of good health and safety: Mitten/gloves, hats, snowpants, boots, jackets.
- Jackets and boots may not be worn in the classroom.

Shoes

- Flip flops are not allowed. Flip flops are defined as a type of open-toed sandal, usually made of rubber or plastic, that consist of a flat sole held loosely on the foot by a Y-shaped strap that passes between the first and second toes and around either side of the foot.
- High heels should not be worn.
- All shoes must have a secure backing - this includes sandals, clogs, etc.

General Guidelines

- All clothing should be worn the way it was designed to be worn.
- All clothing should be free of suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence, sex, bars, hate groups, gangs, tobacco products, drugs, and alcohol.
- Clothing that is torn, has holes, or is sloppy is not allowed.
- Clothing that is too tight so as to be immodest may not be worn.
- Clothing which resembles loungewear, pajamas, or underwear may not be worn.
- Any clothing in which the students' undergarments are exposed may not be worn.
- Caps, hats, coats, and sunglasses may not be worn in the classroom.

If the Guidelines Are Not Followed:

First Offense: The student and parent/guardian will be notified via a written infraction that must be signed and returned to school the next school day.

Second Offense: The parent/guardian will be contacted, and different clothing will need to be brought to school for the student to change in to.

5140: School Wellness Policy

The school administrator shall be responsible for ensuring that a local wellness policy is developed and implemented that promotes students' health, well-being, and ability to learn.

St. Matthew School Wellness Policy

The administration and staff of St. Matthew School support a school environment that promotes and encourages life long, nutritious eating habits and healthy, active lifestyles. St. Matthew School shall:

- Promote positive eating behaviors and healthy food choices in the school hot lunch program and in the classroom.
- Promote physical activity and fitness

School Hot Lunch Program, Food & Beverages at School, Food Allergies

- The St. Matthew School hot lunch program uses good menu planning principles and features a variety of healthy choices consisting of fruits, vegetables, whole grain, and dairy foods that are low in fat, sugars, and salt, that are tasty, attractive, of excellent quality, and are served at the proper temperature.
- Monthly hot lunch menus are provided for parents and posted in the school, online and in our weekly newsletter.
- Convenient access to hand washing/sanitizing before and after meals.
- St. Matthew School encourages parents to provide nutritious food in their children's cold lunches.
- Adequate time for meals is provided.
- Chilled, clean water is available at conveniently placed water fountains for students. Water bottles are allowed in the classroom and cafeteria.
- School food service workers are properly trained.

- While St. Matthew School cannot guarantee the elimination of any and all food products served (in the hot lunch program, at school parties, and in the classroom) that may cause students to have an allergic reaction, the school will make reasonable accommodations to assist students with food allergies.

All hot lunch payments should be turned in the beginning of the month. One carton of chocolate or white milk is included with the purchase of hot lunch.

Hot lunch payments can be made in cash, check or online through Procure

- Families with multiple students may combine student lunch payments.
- Remaining lunch credits from the previous school year will be carried over to the current school year.

A la Carte Milk

A la Carte milk is milk with cold lunch. Students who prefer to bring a lunch from home have the option of purchasing a carton of chocolate or white milk to have with their lunch. Milk can be purchased a la carte for \$0.50 per carton. If a child needs milk at any time, they can let the lunch staff know they need a milk and the cost will be added to their account.

The second or third milk taken with hot lunch is also considered a la carte milk. There is no limit to the amount of milks a child can have at lunchtime, however, only one carton of chocolate or white milk is included with the purchase of hot lunch, any more than that is considered a la carte milk and needs to be purchased.

Physical Activity

- The Physical Education curriculum and instruction will emphasize lifelong fitness and wellness as a personal goal for each student.
- Provide opportunities for physical activity during the school day through daily recess, weekly physical education classes, and the integration of physical activity into the academic curriculum.
- Promote opportunities for and encourage participation in community, private, and school-based physical activities such as teams, events, camps, etc.
- Encourage students to be active and to include physical activity as an enhancement of instruction when appropriate.
- In the classroom, age appropriate lessons for health and nutrition are part of the curriculum.

Wellness policies can be integrated into the Whole School, Whole Community, Whole Child (WSCC)(<https://www.cdc.gov/healthyschools/wsc/index.htm>) model for school health, and can help put into action several provisions of the Every Student Succeeds Act, including Title I and Title IV.

Sources

Archdiocese of Milwaukee Health Care Accommodation Plan
Campbellsport School District Wellness Plan
Wisconsin Child Nutrition Programs
www.schoolwellnesspolicies.org

5140.1: Mandatory Reporting of Child Abuse and Neglect

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

Screening, Background Checks, and Training

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

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment "Protecting God's Children" awareness session
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities

- Be approved by a member of the professional staff

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

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

5140.4: Nonsmoking Facility

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke free in accordance with Wis. Stat. 101.123 (2) (a). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all school events.

Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

5140.5: Animals in the Classroom

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

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

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

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

5140.6: Integrated Pest Management

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5140.7: Lead Paint

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5140.8: Radon Gas

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5140.9: Anti-Idling

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5140.10: Hazardous Materials

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5140.11: Asbestos Hazard Emergency Response Act (AHERA)

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5140.12: Mandatory Reporting of School Violence Threats

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

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

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

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

5141: Accident or Illness Reporting

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

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

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

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

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

5141.1: Concussion

In response to the growing concern for concussions, all schools shall develop and utilize a concussion management plan for students and athletes.

It is required that school administrators, teachers, coaches/athletic trainers, and staff members shall complete training dealing with concussion, its signs, symptoms and management. This training shall be completed prior to working with students and/or athletes. The Center for Disease Control has developed a free web-based course and informational materials to be used for this purpose located at <http://www.cdc.gov/concussion/HeadsUp/youth.html>.

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

At the beginning of individual sport seasons, student-athletes and their parents shall be given an educational fact sheet regarding the signs and symptoms of concussion. All athletes and their parents will sign a statement in which the student/athlete accepts the responsibility for reporting personal injuries and illnesses, including signs and symptoms of concussion, to the coaching/athletic training staff, parents, or other health care personnel. This statement will also acknowledge having received the above-mentioned educational handout.

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the student-athlete shall be removed immediately from activities, practice, or competition. The student-athlete's parent shall be immediately notified of the situation. The student-athlete may not participate in activities, practice, or competition again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity.

The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

5141.2: Communicable Disease

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

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

5141.3: Health Examinations

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5141.31: Immunization Requirements

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

1. The school or daycare center shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted.
2. Notification shall include instructions for complying with the Wis. Stat. 252.04, including a list of missing immunizations, the availability of waivers for reasons of health, religion, or personal conviction, and an explanation of the penalty for noncompliance. A school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. The school will notify all parents, that failure to comply with the state immunization requirements will be reported to the county district attorney in accordance with the law.
3. For any student who has received the first dose of each immunization required for that student's age or grade under HSS 144.03, but who has not received all of the required doses, the school shall obtain written evidence that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in HSS 144.03.

4. The school and daycare center shall maintain on file the immunization history for each student and any waiver form submitted. Immunization histories shall be updated with information supplied by the local public health agency, parents, or private physicians.
5. The school or daycare center shall maintain a current roster listing the name and immunization history of each student who does not meet all immunization requirements for that student's grade or age.
6. The immunization record of any student who transfers from one school or daycare center to another shall be forwarded to the new school or daycare center within 10 school days of the request for record transfer. The records of daycare students shall be transferred to a school if requested.
7. If one of the diseases covered by Wis. Stat. 252.04 (a) occurs in a student or staff member, the school or daycare center shall assist the local public health agency and the department in immediately identifying any unimmunized students, notifying their parents of possible exposure, and facilitating the disease control activities.
8. If a substantial outbreak as defined in HSS144.02 (12) occurs in a school or daycare center, or in the municipality in which a school or daycare center is located, the school or daycare center shall exclude students who have not received all required immunizations against the disease, including students in all grades who have not had two (2) doses of measles vaccine when it is an outbreak of measles that is occurring, when ordered to do so by the department. The exclusion shall last until the student is immunized or until the department determines that the outbreak has subsided.

5141.4: Students with Food Allergies

Some students may have a dangerous allergy to certain foods such as peanuts, eggs, etc. For this reason, all families should consider such allergies in preparing lunches, treats, and snacks. The school will establish allergy-free zones in the lunchroom and other instructional areas when appropriate.

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

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

St. Matthew School has the following in place:

Cafeteria

Students eating peanut butter will take extra precaution in the cafeteria. Tables receive cleaning daily to prevent cross allergen contamination. Hand sanitizer is available for students.

School

Parents will provide an EpiPen for the student. Student must be accompanied to office if suspected of having an allergic reaction.

Classroom

Parents of students with food allergies should be advised of any planned parties or projects involving food as early as possible. A safe alternative must be provided for the students with food allergies. An informational sheet will be prepared for substitute teachers.

5141.5: Administration of Medication to Students

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
 - A written statement from the prescribing physician which:
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
 - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
 - A written statement from the parent/legal guardian:
 - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
 - Authorizing school personnel to contact the physician directly.
1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication.
 - Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication.
 - Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication.
 - The Administrative Assistant, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
 2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
 3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
 4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.
 5. Only limited quantities of any medicine are to be kept at school.
 6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place in the school office.
 7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.
 8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.

- It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
 - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
 - School personnel are asked to report any unusual behavior of students on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

5142: Student Safety

The school administrator, in cooperation with the police or sheriff's department, is responsible for proper attention to the safety of students.

It is the responsibility of the school administrator to arrange for adequate supervision at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

In the event of an accident or an injury due to neglect, the school can be held liable. All paid and volunteer personnel and supervisory help are covered by liability insurance paid by the school.

School Supervision

The principal is responsible for organizing and directing a plan of supervision for the entire school. Competent adult supervision shall be scheduled to supervise the school grounds and building before and after school, as well as during noon hour and recess periods. Bus zones must also be supervised. Teachers or bus drivers to whom principals delegate their authority are responsible for the safety of students during the time students are traveling to or returning from school and while students are on the school premises.

Instructional areas are supervised whenever students are present.

Traffic Safety

Arrangements are made with the law enforcement agencies whereby students will receive protection at crossings and traffic intersections.

Local police officials and crossing guards are given a copy of the school calendar for the year and are advised of any changes during the course of the school year.

The organization of school patrols may serve as a valuable aid to safety on and around school grounds. Where there is a safety cadet program, written parental permission is required in order to participate in the program. Safety cadets are not permitted to direct vehicular traffic.

Hazardous Activities

State law requires that students participating in hazardous activities in science, industrial arts, art, and other classes wear protective devices such as safety glasses.

Student Accidents

When a student is in need of first aid, they should report to the school office. In the event of serious injury, the student should be accompanied by the supervising adult. Parents will be notified of any serious injury and a Student Accident Report will be completed and kept on file in the school office.

The Student Health & Emergency Information Form sent home at the start of the school year, requests all pertinent emergency numbers and information. This form is kept on file in the school office and makes it possible for us to reach you quickly in the event of illness or injury.

5143: Insurance

A group plan of pupil accident insurance may be made available to parents on a voluntary basis at the beginning of each school year.

Pupil accident insurance is required for all students who participate in competitive school athletic programs. One of the following is requisite to registration in classes having a potential of personal injury:

- Student accident insurance
- A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family.

This information will become part of the student's school file.

Insurance – St. Matthew School does not provide any type of Student Insurance.

5144: Discipline

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

Disciplinary Plans

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

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

Probation, Suspension, and Expulsion

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

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

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear

- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Probation

A student may be placed 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 student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for 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 student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

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

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

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

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

Expulsion

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

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

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

The Archdiocesan Superintendent of Schools/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 insure objectivity. Members from various sources within the school may include former trustees, pastoral council members, parents of former students, or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal 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 dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/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/president 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 Board/Advisory Committee is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

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

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

5144.2: Corporal Punishment

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5145: Police Questioning and Apprehension

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

5145.2: Search and Seizure

Please refer to the Archdiocese of Milwaukee Parish and School Policy Manual for information.

6114: Emergencies

It is imperative that students, staff, and the public be protected in case of emergency and that the educational process of the school be carried out with the least amount of disruption.

Common sense should dictate the reaction of school personnel to emergency situations. All situations cannot be neatly defined into a category for which hard and fast guidelines can be created. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be of greatest concern.

All schools will follow the guidelines offered by the Emergency Government Administration to develop procedures for emergency planning.

If an emergency necessitates the closing of a particular school (e.g., blown boiler), the school administrator is to call his/her Associate Superintendent at the Office for Schools.

Evacuation Plan

In the event of an emergency situation, such as a fire drill or gas leak, we will require all students and school personnel to evacuate the school building immediately. The following procedure will be used:

1. The appropriate officials will be contacted.
2. An announcement will be made over the alert system from the school office.
3. Students, teachers and staff will exit the building through the nearest exit and meet at the tan KC shed (East of school playground), the Campbellsport Public Library or the white house on the corner of Main St. & Helena St).

4. When the proper authorities have determined that it is safe to reenter the building, classes will resume. Should the authorities determine that it is not safe to reenter; parents will be notified using the OneCall messaging system. Instructions for picking students up will be given at that time.

Lock Down Procedure

School Lock Down

If the school or parish office suspects a threatening situation the following procedures should be implemented:

1. An announcement will be made over the alert system from the school office.
2. Make sure all students are in the classroom.
3. Make sure the classroom door is locked, turn off the lights, close, lock and cover any windows.
4. Students may move within the building, bathrooms, office and specials, if necessary.
5. No one may enter or leave the building until the All Clear announcement is made.
6. When the proper authorities have determined that it is safe to exit the rooms, classes will resume. Should the authorities determine that it is not safe; parents will be notified of the situation using the OneCall messaging system. Instructions for picking students up will be given at that time.

Classroom Lock Down

If the school or parish office suspects a threatening situation the following procedures should be implemented:

1. An announcement will be made over the alert system from the school office.
2. Make sure all students are in the classroom.
3. Make sure the classroom door is locked and barricaded, turn off the lights, close, lock and cover any windows.
4. Hide behind/under suitable objects.
5. Wait for someone with a classroom key to open the door.
6. No one may enter or leave the classrooms or offices until the All Clear announcement is made.
7. When the proper authorities have determined that it is safe to exit the rooms, classes will resume. Should the authorities determine that it is not safe; parents will be notified of the situation using the OneCall messaging system. Instructions for picking students up will be given at that time.

If a student is in the bathroom or hallway when the announcement is made and cannot get back to the classroom, they should go directly to the nearest classroom or the school office. Classroom teachers for these students will be called once inside the other classroom or the office.

If a teacher suspects a threatening situation, use the classroom intercom to notify the school office or Principal as quickly as possible. If no one is in the offices, contact the parish office at 920-533-4441 or extension 102.

If a threatening situation occurs while the students are outside the school building the following procedures will be implemented:

1. Gather all students together as quickly as possible/ring school bells if time allows.
2. Notify the school office through your cell phone.
3. Enter the school building through the entrance the furthest from the threatening situation.
 - a. If two adults are supervising at the time, one should lead the students and one should follow behind the students.
 - b. If only one adult is supervising, instruct the older students to lead. The adult should follow.
 - c. Always keep yourself between the threatening situation and the students.
4. Follow procedures for a threatening situation once inside the building.
5. When the proper authorities have determined that it is safe, classes will resume. Should the authorities determine that it is not safe; parents will be notified of the situation using the OneCall messaging system. Instructions for picking students up will be given at that time.

6114.1: Fire

Schools shall follow Wisconsin law concerning monthly fire drills and the report of these drills to designated authorities.

Schools shall have yearly fire inspections conducted by the local fire department. Copies of all reports shall be kept on file in the school office.

Wisconsin Law requires schools to hold monthly fire drills and to submit a report of these drills to the Department of Public Instruction, the Industrial Safety and Buildings Division, and the local Fire Chief and to retain a copy of the report in the school file. The report must be sent prior to June 30 of each year.

If the school or parish office suspects fire, the following procedures should be implemented:

1. An announcement will be made over the alert system from the school office.
2. Everyone should proceed to the designated exit onto the playground. Teachers should bring their class roster to verify all students are accounted for.
3. If possible, remain on the playground until All Clear or constant bell chime is sounded.
4. Should the authorities determine that it is not safe to reenter; parents will be notified using the OneCall messaging system. Instructions for picking students up will be given at that time.

6114.3: Bomb Threats

When the school is notified of a bomb threat or one is called into the school or parish, we will require all students and school personnel to follow the appropriate procedures:

Shelter-in-Place

1. An announcement will be made over the alert system from the school office.
2. Make sure all students are in the classroom.
3. Make sure the classroom door is locked, turn off the lights, close, lock and cover any windows.
4. No one may enter or leave the building until the All Clear announcement is made.
5. If necessary, when the proper authorities have determined that it is safe to exit the rooms, classes will resume. Should the authorities determine that it is not safe; parents will be notified of the situation using the OneCall messaging system. Instructions for picking students up will be given at that time.

Evacuation

1. The appropriate authorities will be contacted.
2. An announcement will be made over the alert system from the school office.
3. Take all necessities as quickly as possible. Teachers should take a class roster list with them.
4. Students, teachers and staff will exit the building through the nearest exit and meet in the Campbellsport Public Library basement.
5. If necessary, when the proper authorities have determined that it is safe to reenter the building, classes will resume. Should the authorities determine that it is not safe to reenter; parents will be notified using the OneCall messaging system. Instructions for picking students up will be given at that time.

The Office for Schools shall be notified of all bomb threats and the action taken.

6114.4: Tornadoes and Storms

In the event of a tornado or severe storm emergencies, the following procedure will take place:

1. Severe weather announcement will be made over the alert system from the school office.
2. Walk quietly to the designated shelter area in the basement.
3. Kneel or sit cross-legged, with hands clasped behind necks.
4. Remain quiet and listen for further instructions.
5. Stay in the shelter area until the All Clear announcement has been given.
6. Should the authorities determine that it is not safe to resume classes; parents will be notified using the OneCall messaging system. Instructions for picking students up will be given at that time.

Designated Shelter Areas: Basement

6114.5: Inclement Weather

School Closings, Cancellations, and Delays

Inclement weather conditions may necessitate the closing of school. Our school follows the Campbellsport Public School system in whatever action they take. Whenever it is announced that Campbellsport Public Schools do not have school, you will know that this includes St. Matthew School.

Parents will be notified directly using the alert message system (OneCall), social media and other forms of mass communication.

Extra-curricular activities

When a school program is closed due to severe weather, all after-school and evening activities are cancelled as well.

6114.6: Weapon-Free Zones

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

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

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

6141.11: Human Sexuality/Family Life

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs.

A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Catechesis and Youth Ministry.

The schools/religious education programs shall follow the guidelines presented in *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, USCCB, 2008; *National Directory for Catechesis*, USCCB, 2005; *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition; *The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family, 1996; *General Directory for Catechesis*, Congregation for Clergy, 1997, and *Catechism of the Catholic Church*, 1994.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life component in a parish religious education program may be offered during normal instructional time, during a special day of reflection, or in an intergenerational setting with parent participation.

The *Family Life Curriculum* is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the school-based family life program, after conferring with the principal of the school/catechetical director.

6141.12: Safe Environment Education

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools. Major curriculum components related to child abuse prevention are found in the Grade Specific Religious Education Curriculum of the Archdiocese of Milwaukee. Additional units of instruction and other resources can be found on the Safe Environment Education web page.

Archdiocese of Milwaukee Safe Environment: <https://www.archmil.org/Offices/Safe-Environment.htm>

6145: Extra-Curricular Activities

Extra-curricular activities supplement the primary education of our children.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of an activity may be delegated by the pastor to a qualified staff member or other adult; a job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

6145.2: Elementary School Athletic Programs

See St. Matthew School Athletic Handbook for further information.

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

- Student Physical Examination
- Medical Information & Emergency Consent
- Parent's Risk Acknowledgement and Consent
- Concussion Acknowledgement
- Student Athlete Sportsmanship Pledge
- Parent Sportsmanship Pledge

6153: Field Trips and Community Service

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

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

School administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.
- All educational trips and community service activities shall have appropriate approval.
- Due regard shall be given to ensure the safety and security of participants.
- Details of the trip shall be communicated to parents and the administration.

- Written approval of parent or guardian is required for participation of students in field trips and community service activities.
- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by a parent.
- All chaperones must be 21 years of age or older.

All school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met:

- Must have knowledge of the Mandatory Reporting Responsibilities.
- Be approved by a member of the professional staff.
- Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.

Whenever possible, commercial carrier or contracted transportation should be used for field trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, transportation requirements of the Archdiocese of Milwaukee and Catholic Mutual must be met.

School Field Trips

School field trips, excursions, and community service activities shall provide learning activities related to the curriculum and educational objectives. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

Excursions or community service activities that occur outside of the regular school day, such as in the evening or weekend, require written approval of parent or guardian.

A school participating in any Wisconsin Private School Choice Program may not charge Choice students for field trips if the trip is necessary (required) as part of a class, however, if the trip is optional, a fee may be charged and the Choice student may choose not to participate with no academic consequences.

See Policy #4116.4: Responsibilities for Supervision of Children and Youth for more information.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school.

6154: Homework

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

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

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

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

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

The following should guide teachers in the use of homework:

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

<u>Level</u>	<u>Maximum Time</u>
Primary	30 minutes
Upper Elementary	60 minutes
Middle School	90 minutes

6161.2: Acceptable Use of Technology

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

St. Matthew School provides computing and network resources for the use of our students and employees. The equipment, software, and network capacities provided through St. Matthew School computers are to remain the property of St. Matthew School. All users are expected to conduct their on-line activities in an ethical and legal fashion. Access to the Internet and the use of the computer network, including independent use off school grounds, shall be subject to this policy and accompanying regulations.

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

Rules for Acceptable Use of Computers and Telecommunications

- Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
- Network storage areas and school issued, or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.

The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences. Any monetary costs, which occur as a result of misuse of resources, will be incurred by the responsible party. Appropriate or acceptable educational uses of these resources include:

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

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

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by St. Matthew School. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- Use of E-mail for personal communications. All messages created, sent and received over St. Matthew School network are the property of St. Matthew School and are considered public information.
- To prevent computer viruses from being transmitted through St. Matthew School network, there will be no unauthorized loading or downloading of software or programs. All software must be registered and licensed as the property of St. Matthew School.
- 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 school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without Authorization

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

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

St. Matthew School Electronic Device/Cell Phone/Smart Phone Policy

A personal electronic communication device means any device that a student, staff member, or volunteer 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.

The use of electronic devices, such as cell phones, mp3, hand-held games, etc., during school hours is prohibited. Students that have one or more of these devices will have them confiscated and returned only to parents. Students needing to contact parents before or after school hours are welcome to use the telephone in the school office.

A cell phone may only be brought to school if deemed necessary by a parent and it must be kept in the school office during school hours. A signed waiver by a parent must be on file in the school office in order to do so.

Guidelines for Use of Social Media

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

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

6164.3: Children with Exceptional Educational Needs

Catholic schools in the Archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child

with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

End of the Day Dismissal Procedure

Students riding the Johnson bus are dismissed at 3:10pm. Students being picked up are dismissed from the West entrance.

- Parents picking students up should park along the sidewalk in front of the school playground.
- Parents picking their students up from school are asked to wait inside their vehicle for their child(ren).
- Please be prompt when picking up students.
- Students still waiting at 3:30 pm for pick up will be sent to Homework Hour.

If there is a change in pick up, please send a note with your student the day of the change or contact the school office before 2:30 pm either by phone or email.

Playground Rules

The supervisor is in charge. One staff person is scheduled for playground duty each day.

General Playground Rules

- Students must stay in the area of the parish and school property designated as the playground.
- Students should use the bathroom before going to lunch or after noon recess is over.
- Students are to remain outside during recess. Winter weather also has recess outdoors, except when the wind chill is below zero. Students are not allowed to reenter school without permission from a teacher or the supervisor.
- Play, share, and include others with all games.
- Use playground apparatus correctly and appropriately.
- Any type of game involving pushing, shoving, tackling, or piggyback is NOT ALLOWED.

Scrip Program

What is Scrip?

Scrip is an ongoing fundraiser at St. Matthew School. The Scrip program purchases prepaid gift cards from retailers at varying discounts. This percentage is the profit earned that can be applied to parish expenses, school tuition, and religious education fees. At St. Matthew School, 75% of your profit can be applied to the program of your choosing (5% of the profit is retained to cover the cost of the Scrip program).

Contact the Scrip Coordinator at stmattsscrip@stmattsschoolcampbellsport.com with questions or how to get started.

To view a complete list of vendors go to www.shopwithscrip.com.

Guardian Angel Fund and Application for Assistance can be found on our website.



HANDBOOK RECEIPT

I understand and agree to adhere to all the policies as outlined in the parent handbook as they were explained to me. Please print your name and your student(s) names in the spaces provided below.

Student(s) Names

Parent(s) Names

Parent Signature

X

Date

Please return this completed form to the school office.

Revised 9/21/2023