

ST. ROMAN PARISH SCHOOL

2020-21



Family HANDBOOK

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SETON
CATHOLIC SCHOOLS

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ST. ROMAN PARISH SCHOOL

Mission Statement

As we walk together at St. Roman Parish School, we are:

Committed to God through our Catholic heritage and tradition and guided by the teachings of our Lord Jesus Christ.

Challenged to Grow spiritually, morally, intellectually, socially, and physically in our diverse learning environment

Called to Serve by living and sharing Gospel values within our School, Parish and the larger community.

Vision

“Inspired by our Catholic teachings, we will embrace diversity, employ 21st century learning, and engage in social issues in order to actively promote a peaceful, united global community.”

The vision of St. Roman Parish School is to become a supportive, compassionate, faith-filled environment with enthusiastic staff and self-motivated students. Together with families and parish community, we take pride and reflect on our academic achievement. We are a welcoming, inclusive community that embraces and celebrates our diversity.

SETON CATHOLIC SCHOOLS (SCS)

Mission Statement

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

Vision

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

St. Roman Parish School is accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Association (WRISA).

*****This document is an addition to the Archdiocese Policy Guide*****

<https://schools.archmil.org/CentersofExcellence/DOCsPDFs/Schools-Policy-Handbook/ParishandSchoolPolicyManual2020-21.pdf>

Specific 2020-21 Information Related to Pathways and Social Contract

Seton Catholic Schools (SCS) has built a strong Catholic School culture over the past four years, focused on our faith coupled with high level instructional models.

As we work together to navigate this unprecedented time, Seton Catholic Schools remain committed to upholding and growing our belief in a faith based, equitable, high engagement Catholic education.

We will approach this time through two pathways which are based on parent choice. These pathways will mirror one another and the material presented in both will be identical. Both pathways will include live, interactive teacher time as well as prerecorded lessons and academic technology.

Pathways

Two pathways are offered to families to choose from (Digital and In Person). This provides families with a choice based on their circumstances and risk levels.

Children in the Digital Pathway will participate with their peers and teacher and their schedule will mirror the In-Person Pathway schedule. Their schedules will include both live lessons and prerecorded lessons.

The In-Person learning schedule will either be 5-days a week or an A/B day schedule. 5-day a week schedules are possible if the registration choices of families, staffing and building availability allow. Both 5-day and AB schedules will include modified school day hours and procedures.

The in-person pathway will also include some at-home digital components incorporated into the regular school schedule, and it will allow for transition to fully digital in the event of a student, pod or school quarantine. The A/B day schedule will be implemented at schools that have a high percentage of families choosing the in-person pathway, and/or have staffing or building limitations. This will consist of an “A Group” that attends school in-person on Mondays and Tuesdays and attends the digital learning environment all other school days, and a “B Group” that attends school in-person on Thursdays and Fridays and attends the digital learning environment on all other school days. Wednesday will be held for deep cleaning for a safe transition between groups. In addition, a school may have a combination of both 5-days and AB days based on the in person pathway registration at particular grade levels.

At the close of each trimester, parents will be asked to re-register their pathway choice and based on the numbers of in person registrations, school schedules may change. Below are the trimester dates:

School Trimester Schedule	Begins	Ends	Pathway Registration Periods	Safety, staffing, building plan modifications
Trimester 1	Aug. 31, 2020	November 24, 2020	July 25-31, 2020	August 5, 2020
Trimester 2	November 30, 2020	March 10, 2021	October 26-30, 2020	November 10, 2020
Trimester 3	March 10, 2021	June 11, 2021	Feb. 8-12, 2021	March 1, 2021

Our Social Contract

In order to safely keep our schools open, all members of our community have to commit to maintain health and safety outside of school by following the guidance of health officials. This includes doing the following:

1. Wear a mask
2. Avoid close contact with anyone outside of your household
3. Practice good hygiene & wash hands often
4. Avoid large gatherings
5. If you are sick, stay home

Our ability to offer an in-building option will depend on every adult in our community (teachers, staff and parents) adhering to simple guidelines.

Please report to the school office if there is a positive case of COVID-19 in your family. If it is after hours, please contact the Covid-19 hot line at 414-459-9496.

Expectations for Our School Community

SCS Students Will: (both in person and digital pathways)

- Be responsible for knowing their schedule and will be on time each day
- Follow their teacher's guidelines and academic expectations
- Work with integrity, meet deadlines, do your best!
- Treat peers and teachers with respect
- Plan and organize with guidance from teachers and parents
- Use technology respectfully and as guided by teachers
- Have the tools you need each day to participate and be successful (pencils, paper, crayons, etc...)
- Be in uniform daily (digital pathway, uniform shirts)
- (Digital Pathway) Be in an area where you are sitting up and which allows you to engage in learning activities (no laying down, etc...)
- Live and practice the social contract of safe social behaviors when outside of school

Note: Any inappropriate use of technology in both the In Person and Digital Pathways (i.e. including, but not limited to behaviors in chat boxes and/or break out rooms) will result in an immediate meeting between parents and principal and may result in disciplinary action.

SCS Families Will: (both in person and digital)

- Be responsible for knowing their child(ren)s schedule, keeping it posted so that it becomes an internalized and integrated part of each day
- Have their children to school on time daily (if child is ill, communicate illness to office...see attendance policy)
- Establish a home and or school routine that promotes productive learning
- Maintain contact with their child's teacher
- Encourage and ensure students complete the teachers' SeeSaw or Google Classroom required assignments or activities
- Provide opportunities for students to share what they are working on
- Monitor use of technology and communicate any concerns to school principal
- Live and practice the social contract of safe social behaviors when outside of school

SCS Families Will (digital pathway)

- Not record, audio record, live stream or photograph any live classroom sessions- live classroom sessions will not be transmitted in any way, this includes posting to any social media site.
- Create a space for their children to engage in lessons- this space should be visible to adults (ages 4-11) and should mirror what a school setting would look like (i.e. students should be sitting up in a chair at a table which allows them to organize work, solve problems and write answers)
- Create a student work space that is free of distractions.
- Check-in often. This is the best way to ensure that the student is engaged and meeting expectations around the quality of work and submission timelines.
- Respect the live learning sessions and should not interrupt during these times. This includes not talking with your child during any live classroom session. If a parent/family member has a question about the lesson, they should email the teacher.
- Ensure student Zoom window is free from any personal identifying items (student name, address, family names in background, etc)
- Live and practice the social contract of safe social behaviors when outside of school

SCS Teachers and Leaders Will:

- Engage with students both In Person and Digitally in synchronous and asynchronous ways
- Deliver lessons, tasks and activities that are standards aligned, engaging, encourage participation and develop critical thinking (teachers)
- Offer timely feedback on student work (teachers)
- Communicate in a consistent fashion, reply to emails promptly
- Provide office hours via phone, Zoom or email (Leaders: daily; Teachers: weekly)
- Uphold the SCS Layers of Protection to ensure student and staff safety while in school
- Offer parent education resources that assist with the digital component of each pathway
- Be present and all in each day to provide students consistency
- Live and practice the social contract of safe social behaviors when outside of school

MASKS and Other PPE

Face Coverings: Face masks will be required for all students, staff, and visitors in the school building. Face shields or other alternatives may be identified as acceptable only for students or staff with documented special needs or health conditions, requiring advanced, written approval by the school Principal. The Principal and accommodations team can use the CDC face covering adaptation guidance. An excellent fully-online digital learning pathway is available for parents/guardians who do not want their child to wear a mask.

Masks are required under the following circumstances:

- Inside at all times except while eating, drinking, participating in physical activities, or when working alone in a personal office or other non-shared space. For younger children who nap during the school day, masks will not be worn during nap time.
- Outside during arrival and dismissal, and whenever six-foot social distancing cannot be maintained.

Students and staff members will be provided with two cloth masks but may opt to bring their own instead. Extra masks will be made available in each classroom in case of a lost or forgotten mask. ***Mask designs are subject to the school uniform policy and must be appropriate for our Catholic school environment.***

Students and staff members will be provided with training on how to properly wear face masks at the beginning of the school year and regularly throughout the school year. We will include face mask coverings as a core focus of our school communication regarding prevention of COVID spread in our community. SCS will incorporate support from partners such as Ignatian Volunteers and Marquette School of Nursing to support in communicating the critical importance of mask wearing. We believe we can help combat any potential bias associated with the use of face coverings.

Families who refuse to comply with the mask requirement will be offered the Digital Pathway.

Protective shields will be installed in the main office or in areas that require direct personal contact or close student interaction, as in the resource room. Personal protective equipment will be provided to staff and students. Every classroom will be equipped with cleaning supplies, hand sanitizer, disinfecting wipes, gloves, and extra masks.

Personal Hygiene

CDC Guidelines:

Hand washing mechanically removes pathogens, and laboratory data demonstrate that ABHR formulations in the range of alcohol concentrations recommended by CDC, inactivate SARS-CoV-2. CDC recommends using ABHR with greater than 60% ethanol. Unless hands are visibly soiled, an alcohol-based hand rub is preferred over soap and water in most clinical situations due to evidence of better compliance compared to soap and water. Hand rubs are generally less irritating to hands and are effective in the absence of a sink. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.

SCS Policy:

- Require all students and staff to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:
 - upon arrival at school (use hand sanitizer if there is no sink in the classroom), and prior to leaving school for home
 - after being outside for physical activity
 - before and after breakfast and lunch
 - after sneezing, coughing, or blowing nose
- Hand sanitizing stations will be readily available throughout the building
- All classrooms will have a gallon jug of hand sanitizer which will be refilled as it runs low.
- We will train and periodically refresh staff and students on proper hand washing and sanitizing techniques.

Visitors

CDC Guidelines:

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

SCS Policy:

Visitors (***including parents***) will not be allowed into the school, with limited specified exceptions. All visitors will be asked to check in at the main office and will be screened upon arrival. There will be no waiting or reception areas to avoid any congregating. Vendors will follow appropriate, predetermined processes to ensure safety.

ADMISSION

Equal Opportunity

St. Roman Parish School, guided by the Milwaukee Archdiocesan Policy on admissions, “respects the dignity of the child and his right to an education in a Catholic school.” Neither race, sex, national origin, nor other form of discrimination will prevent a child from being accepted at St. Roman School.

Admission to St. Roman Parish School

All new families must meet with the principal. During this meeting, the new family will provide a completed registration form, birth certificate copy to be used for verification form, baptismal certificate (if applicable), IEP copy (if applicable), and immunization records.

Principal and/or school office staff will inquire as to whether the new student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Education Act (IDEA). It is the parent responsibility to provide the school with a copy of the student’s IEP. A student eligible for placement under IDEA should be enrolled at St. Roman Parish School if a plan and resources are available to meet the student’s special needs (Archdiocese Policy 5111.2.).

If a student has been expelled or is withdrawn from another school due to attendance, academic, or behavioral issues, St. Roman Parish School has the right to deny admission.

Revised 6/2015

Probation

All new students are on probation for participation in the educational program at St. Roman Parish School for a period of one year. The student’s attendance, academic and/or behavior performance may lead to dismissal from St. Roman Parish School’s program. Based on principal’s discretion, probation may be extended beyond the first year.

Kindergarten Admission

Children of any sex, race, nationality, culture, color, or religion will be admitted providing:

- Their age is appropriate for the requested class on or before September 1st,
- They are not in need of diaper changing,
- The required forms and fees, where appropriate, have been submitted.

Revised 6/2015

First Grade Admission

In compliance with Wisconsin state law, no child may be admitted to the first grade unless he/she is six years old on or before September 1. A child must also have completed a 5-year-old kindergarten program as a prerequisite to being admitted to first grade. An exception would include a child who moves into Wisconsin from a state, country or territory in which completion of kindergarten is not a prerequisite to entering first grade or if the child was exempted from the requirement to complete kindergarten in the state country, or territory from which the child moved.

Revised 6/2014

Other Admissions

Administrative discretion is used in admitting older students. The Principal has the right to grant admission and determine grade level placement throughout the grades. If a child has needs that cannot be met by the resources available to the school, the principal may deny admission or recommend a different grade or a school placement better equipped to meet the student’s needs.

Students From Other Schools

St. Roman Parish School gives priority to the previous year school’s recommendations regarding retention and/or advancement to the next grade level. All new students will be assessed to determine grade readiness. School staff will work with parents to make informed decisions concerning the educational experience of each child.

Revised 6/2015

Priority

In order to maintain the quality, Christian education tradition of St. Roman School, the following local policy will apply in the following order:

(Based on the Milwaukee Archdiocese Admission General Policy #5110.)

1. Priority registration for currently enrolled students.
2. Priority to children of families with siblings currently enrolled in school
3. Priority to children of parishioners.
4. Priority to children from other schools.

Revised 6/2015

Milwaukee and Wisconsin Parental Choice Programs

Open enrollment for Milwaukee Parental Choice Program students takes place typically the 1st through the 20th of each month. Enrollment for the Wisconsin Parental Choice Program occurs February 1-April 20.

St. Roman Parish School will not deny acceptance to Choice applicants to our school for any reason other than the inability to verify City of Milwaukee residency, income or if there is a lack of available Choice seats. The Choice program requires that St. Roman School make a prior determination of how many Choice seats it will make available for the next year. Admission may, therefore, be denied if our school reaches its choice cap. If the number of applications exceeds the number of available seats during an open enrollment period, a random lottery will determine the child's acceptance. If proper documentation is not provided, applicants may re-apply during the next open enrollment period provided that proper documentation is presented. We do, however, reserve the right to assess students to evaluate the individual needs of each child, and determine their grade appropriate curriculum.

Arrival Procedures (in person pathway)

Parents/guardians will conduct screening protocol on their children prior to leaving for school in the morning to ensure their child is asymptomatic of COVID-19 and has a temperature in normal range (< 100.4).

Upon arrival, your child's temperature will be taken, and symptoms will be evaluated by the designated screener. Students that have temperatures 100.4 and above will not be allowed to attend school that day. (On hot days, students who test near the threshold will be allowed to 'cool down' before a final decision is made to send them home).

A one-way entry system for arrival will ensure all students and adults entering campus will be screened.

Signage will be posted to remind parents/students/staff about symptoms and our hygienic practices.

SCS screening methods are consistent with CDC Examples of Screening Methods.

Attendance (in person and digital pathways)

All SCS will have the following in person school day hours for the 2020-2021 school year. The hours are:

- | | |
|------------|--|
| 7:30 a.m | Drop off begins |
| 8:00 a.m. | Instructional day begins |
| 11:15 a.m. | Students arriving after this time are counted ½ day absent |
| 2:15 p.m. | Dismissal Begins |

After Dismissal: Prerecorded Specials classes must be accessed by students at home

Attendance Policy for all SCS

During the 2020-2021 school year, two learning pathways will be offered to families. Students in the in-person pathway are expected to attend school daily during the scheduled school hours from 8:00 - 2:15 p.m. Students in the virtual pathway must access live and/or recorded online curriculum daily during the virtual schedule.

Present

- In-person students are considered present when they are in school for greater than 50% of the school day which is 3 ¼ hours or 11:15 a.m.
- Virtual students are considered present when they attend live sessions and/or accesses and engages in coursework through Clever before the end of the day.

Absent

- In-person students are considered absent when they are not present for greater than 50% of the school day. (Students will be marked absent half day if they arrive at school after 11:15 a.m. and attend until the end of the day; Students will be marked absent half day if they miss about half the school day, or 3.25 hours)
 - *Excused absences include illness, family emergency, medical appointments, legal appointments, funeral or religious services, and documented technical issues*
 - *Unexcused absences include no notification from parent, slept in, and traffic*
- Virtual students are considered absent when they do not attend live sessions and/or access coursework through Clever and do not complete the recorded work before the start of the next day's live teaching sessions.

Tardy

- In-person students are tardy when they arrive at school after the start time of 8:00 a.m.
- Virtual students will not be tracked for tardies.

Parents of in-person students must communicate with the school office regarding their child's attendance based on the following:

- Call the school office before 8:00 a.m. if their child will not be present and state reason for absence (*see above for what constitutes an excused/unexcused absence*)
- Call the school office if their child will be leaving early or coming in late and state reason
- Call the school office upon arrival to pick up a child early, so that a staff member can walk the child to meet the parent/guardian outside

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

- Call the school office before 8:00 a.m. if their child will not be present OR completing assigned digital work at all during the course of that day, and state reason for absence (*see above for what constitutes an excused/unexcused absence*)

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

Five Unexcused absences result in:

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

Ten Unexcused absences result in:

- A letter is sent to parents notifying them of the number of unexcused absences
- School Counselor and/or administration schedules a mandatory meeting with parents to discuss the nature of unexcused absences with intent to help and support; a formal plan is developed. The satisfactory completion of said plan of action may be used as criteria for enrollment of the student in the school for the succeeding school year.
- School reserves the right to unenroll a student who is not present for 7 consecutive days of the school year and no contact has been made with parent and/or guardian. This is documented through phone calls, emails, and certified letter. If school implements this policy, a certified letter is sent to the parent/guardian notifying their child has been unenrolled.

Attendance at Extra-Curricular Activities (To be determined throughout the school year)

A student who has been absent from school during the day due to illness may not attend any social or extracurricular event in the afternoon or evening of that day (school events, scouts, athletics, etc.).

Vacations (Not in compliance with 2020-21 Safety Health Plan)

While we feel that instructional continuity is important, it may be necessary for parents to schedule vacation time on school days. Parents must notify the principal, school office staff, and the student's teachers prior to the departure date.

Teachers are **not** required to supply lesson plans or student work prior to the vacation. The student may be required to complete missed work on a timely basis, usually allowing 1 make-up day for each day of classes missed.

Emergency School Closing

In the case of severe weather which would require the cancellation of classes, please tune in to one of the following TV or radio stations for information:

WTMJ (4) WISN (12) FOX (6) CBS (58)

IF MILWAUKEE PUBLIC SCHOOLS ARE CLOSED (weather related), ST. ROMAN WILL BE CLOSED. On rare occasions, St. Roman may be closed even if Milwaukee Public Schools are open. Please tune in (or go online) for current information.

If it is necessary to dismiss school during the day due to some emergency situation such as fire, the breaking of a water pipe, etc., we will notify parents via email, phone and text. These closings will also be sent to the TV stations.

If there is a need to immediately evacuate the school for any reason, students will walk to Lowell School, just around the corner on 20th St., and remain there until they can safely return to school or be picked up by parents or guardians.

Calendar

The calendar for the present school year can be found on the last page of the handbook and also on our website. Should a change occur, it will be announced in our weekly communication update. Please be sure to check for these updates.

CHARACTER AND CONDUCT

Pillars of Positive Spirit (P.O.P.S.)

We have said in our mission statement that “We all share in the commitment to educate the *whole* child to the best of his/her God-given talents: spiritually, morally, intellectually, socially, and physically”. We need, therefore, to focus on more than just academics. We embrace Jesus’ message that we need to care:

- Care for/about ourselves
- Care for/about others
- Care for/about our environment

While these are simple statements, most of us strive our whole lives to do these things better and with some kind of balance. It does not always come easy, and sometimes the choices are difficult.

As we build our St. Roman School community, we feel it is important to learn about ourselves and the type of Christians we strive to be. Within every classroom, we call upon our students, teachers and staff to strive for academic and personal excellence with a positive character message. There is power, insight, promise and hope in teaching positive character traits. These traits are found within our St. Roman Pillars of Positive Spirit (P.O.P.S.). In emphasizing these traits, we reinforce our Catholic identity.

Throughout the school year the students will be given the opportunity to learn more about and practice each trait. The seven traits that we will concentrate on will be: **Responsibility, Respect, Citizenship, Trustworthiness, Fairness, Reverence, and Caring**. Our progress in academics, social skills and emotional development is guided by these pillars. We believe our students can grow in each of these areas to become both smart, competent people, as well as good, caring, ethical people of faith.

Revised 6/2015

In these Pillars of Positive Spirit (P.O.P.S), our school community (Staff, Students and Parents) recognizes that:

- None of us is perfect and, therefore, there will be times when we fall short of our goals of living out our positive character traits Responsibility, Respect, Citizenship, Trustworthiness, Fairness, Reverence, and Caring.
- The level at which we understand and live these pillars is affected by age and developmental level.
- Our backgrounds, and the way in which we were taught these core values, may vary significantly.

Therefore, our goal in any “disciplinary” situation is to teach the attitudes and behavior that are consistent with our values. When we fall short of our goals of Responsibility, Respect, Citizenship, Trustworthiness, Fairness, Reverence, and Caring, we find learning opportunities to define and reinforce positive ways of dealing with these “problem” situations in the future. It often is not enough to teach children what not to do; we may also need to teach positive, replacement behaviors. We try to handle each situation in a way that is respectful to the students involved, while still holding the student accountable for becoming a better person.

In many cases, a 3 “R” form which focuses on Respect, Responsibility and Reverence, will be completed by the student or teacher depending on age appropriateness to help them focus on how they fell short of our Pillars of Positive Spirit, and what they can do to change their behavior the next time a similar situation might occur. The majority of these incidents will be dealt with in discussions in school.

In addition to our teaching and coaching, we understand that consequences might sometimes be necessary to teach the importance and severity of certain behaviors. In these cases, we will attempt to provide consequences that are natural or logical to the behavior that was exhibited. When necessary, parents will be contacted to explain the consequence and enlist their help in teaching the student positive replacement behaviors. We strive to teach students how to act positively, rather than focus on mistakes or misbehavior.

We believe parents need to know when student behaviors are inconsistent with our school policies. Classroom rules are explained and posted, and students are expected to follow them at all times. A 3 “R” form will allow you to take some time to discuss this with your child and help him/her make better choices in the future. (Note: Grades 3-8, may use a different colored notice for missing homework.)

- For grades 3-8, the 3 “R” form contains three main areas which include Respect, Responsibility, and Reverence. We hope that working together as a team will help to resolve any non-positive behaviors. Progression of “3 “R” Form includes:
 - First form - teacher calls parent/guardian
 - 2nd form - teacher calls parent/guardian
 - 3rd form - teacher calls parent/guardian; student receives a detention (TBD)
 - 4th form - teacher calls parent/guardian and schedules a parent/teacher/counselor conference; student receives a detention (TBD)
 - 5th form - teacher calls parent/guardian and schedules parent/teacher/counselor/principal conference; student receives detention (TBD)
 - 6th form - teacher calls parent/guardian informing parents that student is receiving suspension letter (number of days and in or out of school suspension determined by principal)
 - 7th form - teacher schedules parent/teacher/counselor/principal conference to determine continued enrollment
- *Exceptions: Certain behaviors may go immediately to a conference, suspension or expulsion depending on behavior and severity.*
- *Progression of consequences starts over every trimester.*

Revised 10/2018

Procedures regarding these consequences are as follows:

Detention (TBD by Teacher based on schedule for 2020-21 School Year)

Detention is the after-school holding of a student (grades 3-8) under the supervision of school staff, usually a classroom teacher. Parents will be notified prior to any detention being served. Detention time is 3:10 – 4:00 p.m.

Suspension/Expulsion Policy

Probation (Archdiocesan Policy 5144[a, b, c, d, e])

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

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion (See Regulations)

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records. The actions and procedures for probation, suspension or expulsion must be published in the school handbooks. Final decision to expel a student rests with the secondary school Principal or elementary school pastor (in Catholic schools not connected to a parish, the Principal takes the role of pastor).

Probation

A student may be placed on probation for a trial period by the school Principal. After conferences are held with the student's parents or guardian and relevant school personnel, the Principal sets conditions for release from probation. The Principal's decisions are final.

Suspension

1. Suspension is justified only in unusual circumstances and is normally an in school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. In School suspension can be directed for varying lengths of time as decided by the Principal but should not exceed five days. In-school suspension conditions are to be determined by the building Principal. In School suspension students remain the responsibility of the school.
4. Out Of School suspension is considered a rarity and is the responsibility of the Principal. A maximum of five days 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. Out Of School suspension may be given by the Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Examples of conduct that could lead to a suspension:

1. Use or possession of smoking or vaping (including electronic) materials at school.
2. Indecent touching.
3. Playing with fire.
4. Stealing.
5. Writing or graffiti on someone's body or on school property.
6. Vandalism of school, parish, or personal property.
7. Fighting and violence of any kind.
8. Inappropriate behavior determined to be unacceptable by the staff or principal such as cheating, use of profanity, PDAs, etc.

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. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after 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

hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.

4. The hearing committee makes a recommendation to the secondary school Principal/elementary school pastor. The recommendation will be to:
 - a. expel
 - b. suggest other disciplinary actions in lieu of expulsion
 - c. exonerate the student of any wrongdoing
5. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Examples of conduct that could lead to expulsion:

1. Possession of dangerous weapons on school property: guns, knives, blades, explosives, sharp tools, etc.
2. Possession of, selling, and/or use of drugs including alcohol, on school property.
3. Arriving at school intoxicated.
4. Striking and/or abusing any school personnel.
5. Sexual offenses.
6. Deliberate fire setting on school or parish property.
7. A deliberate act of endangering the safety or life of another.
8. Inappropriate behavior determined to be unacceptable by the staff or principal.
9. Continued disregard for school rules or the directions of school staff.

Appeals Process

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

CHILD ABUSE

In cases of suspected abuse, educators are considered “Mandatory Reporters”. This means that under Wisconsin Statute #48.981 and Archdiocesan Policy #5142.2, pastoral and school personnel who suspect that a student might have been, or will be, abused must report that concern as soon as possible by telephone or personal visit to the local County Child Welfare Agency, the County Sheriff or City Police Department. The term “abuse” includes physical, emotional and/or sexual injury. Archdiocesan Policy will be followed if such a case is found to occur.

CHILD CUSTODY

Parents or guardians who are involved in divorce or legal issues with their spouse and maintain primary physical placement of a child, must submit a copy of the court decree to the school office upon receiving such an order or upon admission.

When the court has issued an order affecting the placement of a child pursuant to Wisconsin Statute 767.24 (or a similar statute of another state) copies of the student progress report (report cards) should be issued to both parents or guardians in conformity with Wisconsin Statute 118.125(2) (a) **unless** one parent or guardian has been denied periods of physical placement with the child by the court under Wisconsin Statute 767.24(4). In this case, no student information will be provided to the parent or guardian who has been denied periods of physical placement, following Wisconsin Statute 118.125(2) (m).

(Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy #5124.2)

CURRICULUM

St. Roman Parish School provides a standards-based academic program guided by the course of instruction set forth by the Superintendent of the Archdiocese of Milwaukee as well as the Wisconsin Department of Public. The sequential curriculum offers the basic core subjects of Religion, Reading, English, Math, Science, and Social Studies with integration of Gospel values whenever possible and appropriate. The academic program is enhanced with Physical Education, Music, Art, Computer, and Spanish classes. Parents and guardians may visit the school office to view the written curriculum for our school, or they can access the archdiocesan curriculum and exit expectations at www.archmil.org.

Cadence Learning Overview (Formerly NSSI): 3rd-8th Instructional Model in person and digital pathways for 2020-21 School Year

For our academic program (ELA and Math) NSSI will provide: high-quality curriculum (unit overviews, daily lesson plans, and student-facing materials), mentor teacher videos (edited for each portion of the lesson with the Google Slide), Google Slides with clear teaching notes, and professional development.

Math

NSSI's Math program builds students' conceptual understanding through problem-solving, mastery-based lessons, fluency routines, and cumulative review. Together, these components push students to become nimble problem-solvers, articulate the why behind the math, see mathematical relationships, and derive conjectures through exposure to all grade-level Common Core State Standards.

ELA

NSSI's literature block centers around engaging, quality novel study with a focus on understanding the central ideas and themes of the text through rich discourse and writing. Supplemental readings will work to provide background knowledge related to the ideas and context of the novels, and ample time will be spent on close reading sections of the novel as well as supplemental readings so that students build the skills of understanding the core meaning of any text and an appreciation of the author's craft. The literature block also incorporates writing assignments within and culminating in each unit of study.

SELF-DIRECTED LEARNING

Effective schools also supplement this synchronous instruction with the best self-directed, computer-based programs on the market. This combination of synchronous instruction and computer-based programs enables schools to run a full day of high-quality remote learning.

RELIGION AND MASS

Components of Seton 2020 Religion Program

- A. Parish Pastor provides a weekly introductory talk focusing on the religion theme for the week, a scripture verse/story/parable, a character virtue, and a prayer.
- B. Twice weekly classroom religion lessons based on Archdiocesan standards, developed by our religion master teachers and delivered by classroom/pod teachers.
- C. A third weekly additional religion lesson based on one of these elements:
 - Seton grade level Service Learning units (as able)
 - Archdiocesan SafeGuarding God's Family grade level curriculum
 - Archdiocesan Theology of the Body grade level Family Life curriculum
 - Catholic Saints Poster unit
 - Seton-based virtues or characteristics layered in all school programs

SOCIAL EMOTIONAL LEARNING (IN PERSON AND DIGITAL PATHWAYS)

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

- Provide high quality counseling services to Seton students.
- Support counseling instruction (Mind Up, Restorative Justice, mindfulness, wellness) in both the in-person and digital pathway curriculum.
- Provide a synchronous, asynchronous, and equitable counseling curriculum and experience in local schools and across Seton schools.
- Build a student – counselor/counselor designate/teacher relationship in counseling classes with SEL expression, student interaction, regular contact, and social-emotional support.

Additional Counseling school-based services include:

“Usual” school counseling services

1. Student clients
2. CPS referrals / emergency or concerning situations
3. Small group sessions, topic related
4. Grade level / pod needs

School Services

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

2020-21 School reopening needs

1. Building School Community
2. On-line internet safety
3. Cyber-bullying

Resources

1. Student Services website
2. DPI resources

Communication

1. Student Services website <https://sites.google.com/stromanschool.com/school-counseling-website/community-resources?authuser=0>

SPECIALS

Specials will be taught digitally to all students after the regular school day ends by master specials teachers. They will deliver the specials curriculum on-line via recorded Zoom lessons that students will access with technology. The Zoom lesson will last approximately 15-20 minutes and student participation/work/assignment will last 20-30 minutes for a total of a 45 minute specials lesson. Students can access these lessons at a time convenient for them. A sample schedule could look like this:

Specials/Counseling – Students access after dismissal on their own with technology

Monday	Tuesday	Wednesday	Thursday	Friday
Music Monday	Physical Education	Wellness Wednesday	Physical Education	Head to the Weekend Art

Standardized Testing Program

Students will be administered the Wisconsin Forward Test in the spring for grades 3-8.

Revised 6/2016

Instructional Tools

The delivery of our instructional program includes a variety of methods, strategies, experiences and teaching tools. These will promote the skills, attitudes, and values necessary to develop the whole child. Textbooks, ipads, tablets, laptops, smart boards, library books, etc. are considered to be resources used for teaching and learning. Children are responsible for the care of these resources. If these items are damaged or lost, parents are responsible for paying the replacement cost. These instructional tools are often quite expensive, so students are encouraged to treat them with care.

Project Lead the Way/Launch (Not Used for 2020-21 School Year)

There is a greater focus these days on what are called STEM areas. STEM stands for Science, Technology, Engineering and Math. Schools are looking at how to integrate instruction in these areas in challenging and meaningful ways. St. Roman is fortunate to be one of the leaders in this arena in the state. For several years, St. Roman has offered a program called **Project Lead the Way (PLTW)**. This program continues to be offered to all students. The program challenges our students through a project-oriented approach. Many area high schools have also adopted PLTW programs, and our program prepares our students for immediate success in these areas. In fact, successful involvement in the PLTW curriculum can often help students earn college credit while in high school.

Wellness Policy

The St. Roman Parish School Wellness Policy Includes:

- Goals for *nutrition education, physical activity, and other school-based activities* that are designed to promote student wellness in a manner that the school determines are appropriate.
- Guidelines for food and beverages available on the school campus.

Nutrition Education (Lunchroom not used for 2020-21 School Year)

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge, attitude and skills to help them make healthy food and beverage choices. The school provides nutrition education that is appropriate for and reflects students' culture; is integrated into subjects such as math, science, health, and reading; and provides opportunities for students to practice these skills while having fun.

The key element of the school's nutrition education policies are that:

1. Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school lunchroom as well as in the classroom, with coordination between the teachers and foodservice staff.
3. Students receive consistent nutrition messages throughout school, classrooms, cafeteria, and, hopefully, home, community and media.
4. Health education curriculum standards and guidelines include both nutrition and physical education
5. Nutrition is integrated into the health education and other core curricula (e.g., math, science, language arts).
6. The school links nutrition education with the school health program.
7. Staff members who provide nutrition education have the proper training.

Physical Activity (Virtual PE at home for the 2020-21 School Year)

The primary wellness goal for the school's physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific activities, to maintain physical fitness, to ensure students' regular participation in physical activities, and to teach the short and long term benefits of a physically active and healthy life style.

The key element of the school's physical activity policy are that:

1. Students have opportunities for physical activities during the day through physical education (PE) classes; during recess/free time, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activities through a range of after-school interscholastic athletic programs.
3. The school encourages parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
4. The school provides training to enable teachers, and other school staff to promote enjoyable, lifelong physical activities among students.

Other School-Based Activities (Meals served in Classroom and no drinking fountains for 2020-21 School Year)

The primary wellness goal for the school based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active.

The key elements of the school's activities policy are that:

1. The school provides a clean, safe, and enjoyable meal environment for students.
2. The school provides enough space and serving area to ensure that all students have access to school meals with minimum wait time.
3. The school makes drinking fountains available so that students can get water at meals and throughout the day.
4. The school encourages all students to participate in the school meal programs.
5. The school encourages parents, teachers and food service professionals to serve as role models in practicing healthy eating and being physically active, both at home and in school.
6. The school provides opportunities for on-going professional training and development for foodservice staff in the areas of nutrition.

School Nutrition Guidelines

Nutrition influences a child's development, health, well-being and potential for learning. To afford students the opportunities to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. The nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits.

The policy of St. Roman Parish School is to:

1. Provide a positive environment and appropriate knowledge regarding food.
 - Ensure that all students have access to healthy food choices during school.
 - Provide a pleasant eating environment for students and staff.
 - Allow students sufficient time to eat lunch and socialize in the designated area.
 - Enable all students to acquire the knowledge and skills necessary to make healthy food choices.
2. When using food as part of a class or student incentive program, staff and students are encouraged to utilize healthy, nutritious choices.
3. Reduce student access to food of minimal nutritional value.
 - Ensure the integrity of the school lunch program by prohibiting beverage sales that are in direct conflict with the lunch program.
 - Encourage the practice of good nutrition by educating students about healthy foods, including snacks in the classroom.

Revised 6/2014

Religious Formation

Following our philosophy and mission statement, the spiritual growth of our students is of major importance. In addition to weekly liturgies and religion classes, many opportunities for prayer and celebrating our faith are offered at our school. These include the Stations of the Cross and other liturgical experiences.

To develop moral formation, our school community also participates in numerous service activities both at school and in the wider community.

The Sacramental Program for Reconciliation and Holy Eucharist is prepared for, and celebrated as, a parish community; therefore students must attend preparatory classes through the Lifelong Faith-Formation office of our parish. Some of these classes will meet outside of the traditional school day. Students in second grade, as well as those in older grades that express an interest in receiving these sacraments, may participate. Teachers from the school are also involved in preparing the students for these important sacramental experiences.

DAMAGES

Our students are expected to care for all school property respectfully and properly. They will be held responsible for deliberate or careless damage to school property or equipment.

DISTRIBUTION OF FLYERS, LETTERS, ADS, ETC.

Please consult the school office for the correct procedure before sending any communication to school families or children. **No one** may distribute any flyers, letters or other written materials without the prior consent and approval of the school office and the principal.

DRESS CODE

Students at St. Roman Parish School wear uniforms because they eliminate distractions and competition while promoting a positive learning environment. They also help control the cost of clothing for our students. The success of the dress code depends largely on the cooperation of parents and guardians. Students are expected to report to school neat, clean, and appropriately dressed. Decisions and consequences for students arriving inappropriately dressed will be at the discretion of school personnel. Changes may be made temporarily at the discretion of the principal.



Grooming

While shirts may be worn untucked, they should be an appropriate size. Students are expected to be clean and well-groomed with natural hair color and styles, and anything worn that is unsafe or distracting to the learning environment is not permitted. Anything distracting or unsafe to the educational program is not allowed and is subject to administrative discretion. Inappropriate appearance may result in disciplinary action and/or a phone call home for an immediate change of clothes. Dress code violations may result in loss of “non-uniform day” privileges and/or conference with parents and further disciplinary action.

The school uniform shirts and pants may be purchased from the following suppliers: most uniform stores, Target, Kohl’s, Sears, JCPenney’s, and Land’s End. The girls’ plaid skirts and jumpers and skorts are available usually online through Land’s End, through Land’s End Outlet Stores, or Sunrise Clothiers.

Uniform Policy

Uniforms are required except on special “dress up” or “dress down” days.

	GIRLS	BOYS
Shorts	<ul style="list-style-type: none"> Solid Navy/Tan Khaki *Only <u>uniform</u> shorts no higher than 2” above knee April 15th-October 15th 	<ul style="list-style-type: none"> Solid Navy/Tan Khaki *Only <u>uniform</u> shorts no higher than 2” above knee April 15th-October 15th
Pants	<ul style="list-style-type: none"> Solid Navy/Tan Khaki *Only <u>uniform</u> brands Not worn under jumper/skirt elastic waist permitted if uniform 	<ul style="list-style-type: none"> Solid Navy/Tan Khaki *Only <u>uniform</u> brands elastic waist permitted if uniform
Jumper (K4-4 th) Skirt (5 th -8 th)	<ul style="list-style-type: none"> Uniform Plaid Solid Navy *Only <u>uniform</u> brands no higher than 2” above the knee all around (shorts can be worn underneath if not visible) 	<ul style="list-style-type: none"> NA
Skorts	<ul style="list-style-type: none"> Solid Navy Uniform Plaid *Only <u>uniform</u> brands skorts no higher than 2” above knee 	<ul style="list-style-type: none"> N/A
Blouses/Shirts	<ul style="list-style-type: none"> True red, navy, white, or light blue Button front or polo style with collar Turtle neck ”Under” shirts must be one of the school colors listed above and may not extend beyond the bottom of the uniform shirt 	<ul style="list-style-type: none"> True Red, Navy, white, or light blue Button front or polo style with collar Turtle neck ”Under” shirts must be one of the school colors listed above and may not extend beyond the bottom of the uniform shirt
Sweaters	<ul style="list-style-type: none"> Navy, white, or red Cardigan or pullover with no hood Collared uniform shirts underneath 	<ul style="list-style-type: none"> Navy, white, or red Cardigan or pullover with no hood Collared uniform shirts underneath
Sweatshirts	<ul style="list-style-type: none"> Red or Navy St. Roman Logo  Uniform shirt underneath-no hood 	<ul style="list-style-type: none"> Red or Navy St. Roman Logo  Uniform shirt underneath-no hood
Footwear Footwear (continued)	<ul style="list-style-type: none"> Dress or athletic in good condition Heels shorter than 1” Winter-bring outdoor boots Footwear must fit appropriately 	<ul style="list-style-type: none"> Dress or athletic in good condition Heels shorter than 1” Winter bring outdoor boots Footwear must fit appropriately

	GIRLS	BOYS
Socks	<ul style="list-style-type: none"> Uniform colored socks preferred and worn at all times. Uniform colored tights, nylons, or leggings can be worn under skirts and jumpers. 	<ul style="list-style-type: none"> Uniform colored socks preferred and worn at all times.
Jewelry	<ul style="list-style-type: none"> One or two pair of earings (smaller than a dime) permitted Bracelets/necklaces allowed but limited to one or two and no dangling Wrist watch No gauges; fashion glasses No other piercing or tattoos allowed 	<ul style="list-style-type: none"> Bracelets/necklaces allowed but limited to one or two and no dangling Wrist watch No gauges; fashion glasses No other piercing or tattoos allowed
Hair styles and Makeup	<ul style="list-style-type: none"> Natural-looking make-up allowed in grades 6-8 Natural-looking hair colors and styles 	<ul style="list-style-type: none"> Natural-looking hair colors and styles

Non-Permissible Dress

The following are not permitted in our uniform policy and dress code for **boys and girls**:

Bottoms	<ul style="list-style-type: none"> Rolled at waist Higher than 2" from knee Denim/Jean** Cargo pants** Knit/sweat pants Spandex pants Nylon athletic shorts or pants** Extra pockets or zippers Low rise 	<ul style="list-style-type: none"> Decorative Trim (i.e. studs, chains, etc) Decorative tears/slits Baggy/Oversized Too Tight Fringed Insignias or logos See through fabrics Camouflage (all colors/styles) Pajama pants
Tops	<ul style="list-style-type: none"> Insignias, emblems, or logos** "See through" fabrics Oversized Hoods** Other St. Roman Logos/Styles** 	<ul style="list-style-type: none"> Spaghetti Straps Halter tops Tank-tops Bare midriffs Ads/gestures/language/phrases/messages that are offensive and/or inappropriate (as determined by the principal)
Shoes	<ul style="list-style-type: none"> Open back/Clogs Flip flops Jellies Wheelies 	<ul style="list-style-type: none"> "Croc style" Shoes Open-toes** Platforms Un-tied/unstrapped/unfastened
Socks/Tights	<ul style="list-style-type: none"> non-uniform Colored tights or socks ** 	<ul style="list-style-type: none"> non-uniform colored socks**
Other	<ul style="list-style-type: none"> Body piercings other than ears Tattoos/body art (temporary, henna, permanent, etc.) 	<ul style="list-style-type: none"> Hats (Decorative/non- "winter weather" hats)

	<ul style="list-style-type: none"> ● Large chain necklaces and bracelets ● Dangling, hooped, or large (bigger than a dime) earrings. ● Extreme styles and colors for hair and make-up ● Decorations, design shavings, phrases, words for hair (including beads and string-wrapping) ● Fake nails 	<ul style="list-style-type: none"> ○ Hats not intended for winter weather may not be worn in the building or outside during school day. ○ Cold weather hats worn on school campus must face straight forward or backwards. ● Sweat bands ● Rubber bands ● Boys are not permitted to wear: earrings and/or make-up at anytime.
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****Items marked with ** are *only* permissible on Spirit and Dress-down days.**

Spirit Days		
<i>Uniform policy and dress guidelines apply with the following exceptions:</i>		
	GIRLS	BOYS
Pants and shorts (shorts must be at least 2" above all around knee)	<ul style="list-style-type: none"> ● Uniforms may be worn ● Cargo pants ● Jeans ● Capris ● Loose athletic pants or shorts <p style="text-align: right;">Shorts out of these materials permitted April 15 – October 15</p>	<ul style="list-style-type: none"> ● Uniforms may be worn ● Cargo pants ● Jeans ● Loose athletic pants or shorts <p style="text-align: right;">Shorts out of these materials permitted April 15- October 15</p>
SRPS Spirit Wear Tops	<ul style="list-style-type: none"> ● School and athletic: St. Roman T-Shirts (short or long sleeved), sweatshirts, and team shirts. ● White, black, or red shirts ● Team jerseys may be worn with permission from the principal. 	<ul style="list-style-type: none"> ● School and athletic: St. Roman T-Shirts (short or long sleeved), sweatshirts, and team shirts. ● White, black, or red shirts ● Team jerseys may be worn with permission from the principal.

Dress Down Days		
<i>Uniform policy and dress guidelines apply with the following exceptions:</i>		
	GIRLS	BOYS
	<ul style="list-style-type: none"> ● Spirit Wear guidelines apply ● Colors are <i>not</i> restricted to school colors ● Also, see exceptions marked with ** in the dress code section 	<ul style="list-style-type: none"> ● Spirit Wear guidelines apply ● Colors are <i>not</i> restricted to school colors ● Also, see exceptions marked with ** in the dress code section.

Dress Up Days		
<i>Uniform policy and dress guidelines apply with the following exceptions:</i>		
	GIRLS	BOYS
Bottoms and Tops	<ul style="list-style-type: none"> ● Uniforms may be worn ● Dress up attire if students are not in uniform <ul style="list-style-type: none"> ○ Dress pants ○ Skirts/dresses; no higher than 2” above knee all around; no spaghetti straps ○ Blouses and shirts; no spaghetti straps ○ Sweaters/Cardigans <p>The following are not considered “dress up”:</p> <ul style="list-style-type: none"> ● Blue Jeans, cargo, sweat/wind pants, T-shirts, sweatshirts, and all other clothing items not permitted in the uniform policy. 	<ul style="list-style-type: none"> ● Uniforms may be worn ● Dress up attire if students are not in uniform <ul style="list-style-type: none"> ○ Dress pants ○ Collared shirts ○ Sweaters/Cardigans <p>The following are not considered “dress up”:</p> <ul style="list-style-type: none"> ● Blue Jeans, cargo, sweat/wind pants, T-shirts, sweatshirts, and all other clothing items not permitted in the uniform policy.

Revised 6/2014

Dress Code for Physical Education (Virtual PE for the 2020-21 School Year)

In the interest of safety and optimum performance in physical education class, all students will be expected to come properly prepared for class.

Students in grades 4 – 8 will be using locker rooms for changing and must follow all locker room rules. All students should have a separate bag for their PE uniform and should have deodorant to use. Students are not allowed to have aerosol sprays in the locker rooms including spray deodorants, hair spray, cologne or perfume.

P.E. Dress Code Guidelines

K4 – 3rd Grade P.E. Uniform	<ul style="list-style-type: none"> ▪ School Uniforms will be worn ▪ Securely fitting athletic shoes required – (Ties or Velcro) ▪ Girls wearing jumpers should wear pants or shorts underneath to class
4th – 8th grade P.E. Uniform <p style="text-align: center;">NOTE:</p> <p>This PE Uniform must be different from what is worn in school that day.</p>	<p>Shirts</p> <ul style="list-style-type: none"> ▪ T-shirts or sweatshirts with no inappropriate words or designs ▪ No crop tops or tank tops ▪ Shirts must have sleeves <p>Shorts</p> <ul style="list-style-type: none"> ▪ Shorts, wind pants, or sweat pants ▪ Elastic or tied waist ▪ No jeans or jean shorts ▪ No zippers, snaps, or buttons <p>Shoes</p> <ul style="list-style-type: none"> ▪ Securely fitting athletic shoes required – (Ties or Velcro)

DRUGS

School personnel reserve the legal right to inspect personal belongings if illegal substances are reported or if students exhibit erratic or impaired behaviors or are believed to be intoxicated or under the influence of drugs.

The possession and/or use of any illegal substance, including alcohol or other drugs will not be tolerated. This includes parish and school extra-curricular functions. Violations of this policy will result in disciplinary consequences, possibly including suspension or expulsion depending upon the seriousness of the infraction.

Revised: 8/2010

ELECTRONIC DEVICES

Personal electronic devices are not considered appropriate for our teaching-learning environment at this time. These items should **not** be brought to school without prior permission from the teacher or the school office.

Generally, cell phones **should not be brought to school**. The school will take no responsibility for their loss, theft, or damage. If family circumstances create a need for bringing devices to school, a “cell phone permission slip” must be on file. At no time are these phones to be used during the school day without specific permission from a staff member. All cell phones brought in by students must be kept in locked boxes during the day.

We have a “no see” “no hear” policy—if a phone or other electronic device is *seen* or *heard* during the school day, the device will be confiscated and given to the principal. The student and a **parent** must come to retrieve it from the principal.

Repeated violations will result in progressive confiscations (day, week, 2 weeks, month, etc.) Parents are expected to follow the guidelines and not allow students to bring devices to school unless necessary.

Revised 8/2019

EMERGENCY CONTACT SHEET

At the beginning of each school year, every family will receive an emergency contact sheet. The home and business telephone numbers must be listed to assist the school in contacting you. An alternate person must also be listed in the event that parent or guardian cannot be reached. The sheet must be updated, signed and returned to school..

If an emergency situation involving a child occurs at school, every effort will be made to contact the student’s parents or guardian. The school will use the numbers and addresses on the emergency sheet on file in the office. **For the safety of your child/ren, please communicate new telephone numbers and addresses (personal, business, and doctor) to the school office as soon as possible.** The school reserves the right to call 911 first in case of serious injuries or concerns.

EMERGENCY PROCEDURES

An Emergency Plan has been developed for our school should there be an emergency due to weather, fire, threats, or other unexpected crises. Every teacher and staff member has a copy of the plan. Any parent interested in the plan is welcome to stop by the school to examine it. The plan includes the possibility of moving the students to Lowell School, 4360 S. 20th St. if necessary.

If the school must close before regular dismissal time, parents / guardians (or, if they cannot be reached, the alternates listed on their emergency card) will be notified. Be sure to make plans with your child about what you expect them to do in case of an early dismissal (especially if the parent/guardian may not be available.)

EXTRA-CURRICULAR ACTIVITIES (To be determined throughout the 2020-21 School Year)

Our students at St. Roman are encouraged to participate in the many opportunities offered for extra-curricular activities. We do believe, however, that our academic program should be the most important consideration for students and parents alike. To ensure that the academic growth of our students is not interfered with by extra-curricular activities, participation in the various activities comes with guidelines for participation. Please consult the Athletic Association Handbook as well as the various activity coordinators for the specifics concerning participation.

Athletics

All registered parish youth presently enrolled in St. Roman Parish School or are actively participating in the parish Religious Education program, are eligible to participate in all athletic programs regardless of skill or gender. Academic ineligibility is detailed in the Family Handbook and in the Athletic Association Handbook.

St. Roman School and Parish Choir

An opportunity is made available for students from both the school and parish to participate in this choir by learning and singing liturgical music and providing the music for various liturgies throughout the year. Students in grades 3 – 8 are encouraged to sign up for this activity at the beginning of the school year. Practices take place weekly after school. Students are expected to sing at all school liturgies and assigned parish masses on the weekend.

Scout Programs

Scout Programs are available for both boys and girls, provided leaders volunteer. Registration for the school year typically takes place when school begins in the fall. The programs are open to students registered in the parish school as well as the parish religious education program.

Student Council

Student Council is an organization designed to help foster democratic Christian leadership in St. Roman students. Some of its functions include:

- Providing students with meaningful learning activities in self-government by offering practical application of citizenship and democracy.
- Aiding in the development of the total Christian with an emphasis on leadership and responsibility.
- Linking administration, faculty, and students.
- Helping to develop and improve school programs.
- Generating school spirit, promoting service, and developing positive attitudes toward school.

Student Council Membership

Student Council membership is considered a privilege requiring responsibility to the entire school. Because modeling Christian behavior to the rest of the student body is essential, detentions or suspensions are unacceptable. (*Probation and reinstatement policies are in place.*) Further, students must demonstrate reliability and dependability. Each homeroom from grades K4 – 8 shall be represented by a member of Student Council from grades 5-8.

Revised 8/2019

FAMILY COMMITMENT

The Catholic Education offered at our school is a cooperative effort of parish, school, and home. A family commitment form is signed by each tuition parent at the beginning of each new school year:

- To acknowledge their membership in the parish and school communities.
- To support the mission and activities of the school and parish communities.
- To faithfully attend weekend liturgies with their children.
- To financially support the parish through sacrificial giving as well as contributing their time and talent.
- To pay tuition promptly.
- To make every effort to attend meetings and to participate in fundraisers.
- To adhere to the policies, guidelines and procedures as written in the school handbook.
- To pray for the success of one another as we grow in love while working together.

Revised 6/2014

FEES/FINANCIAL CONCERNS

Tuition determined by SCS. Many events are planned to celebrate Eighth Grade Graduation. Extra expenses should be anticipated including the cost of graduation gown rental, the diplomas, the class trip (optional) and transportation, dress clothes for graduation, etc. Please be advised of these extra charges for our eighth grade students and plan for them. These fees are not covered expenses through the Milwaukee Parental Choice Program.

FIELD TRIPS (To be determined throughout the 2020-21 School Year)

Field trips are an integral part of our educational program. The cost of the trip varies with the length and location of the trip. Prior to the trip, a permission slip with a fee request is sent home to the parent or guardian for a signature and fee payment. The signed permission slip must be returned to the teacher **before** the trip. If the cost of the trip presents a barrier to the student's inclusion, please contact the child's teacher, who will check to see if alternative funds are available. Field trip costs for students participating in the Parental Choice Programs are covered. Chaperone costs are not covered by the school or for those participating in the Parental Choice Programs.

Field trip days are school days, and students are expected to attend or be marked absent. A student whose behavior has not earned the teacher's trust or has neglected to do his/her work may be denied the privilege of attending a field trip. The decision to deny attendance on a field trip rests with the Principal and the teacher(s) involved.

Parents are invited to accompany their child's class on field trips as **chaperones**, but due to the nature of their supervision responsibilities, younger siblings **will not be allowed** to go on field trips. Chaperones are expected to ride to the destination on the reserved bus with the students. Exceptions to this will be made on an individual basis. Students are held accountable to parent chaperones for compliance to the rules of conduct established by the teacher for the trip. Any adult attending a field trip (or volunteering with children in the school) must have met the *Safeguarding All God's Family* requirements.

Revised 6/2015

FUND RAISING

Fundraisers are held throughout the school year. The profits from these help purchase additional items that aren't included in the regular budget. These include things like playground equipment, technology for the classrooms, etc. It is our hope that every family participates in these fundraisers as proceeds go directly for items used by our students.

GANG ACTIVITY

Gangs typically represent standards and values that are contrary to our Christian faith. Students who demonstrate gang activity by way of physical appearance, behavior, etc. will be subject to a conference with their parents or guardians. Further offenses may lead to a suspension and/or consideration for expulsion.

NON-DISCRIMINATION STATEMENT

USDA Nondiscrimination Statement Update

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

Mail:

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

Fax:

(202) 690-7442

Email:

program.intake@usda.gov.

NON-HARASSMENT POLICY

(Archdiocesan Policy 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 a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school.

Educational environments include, but are not limited to, every activity under school and parish supervision. Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

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

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a 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 ©2020 – Archdiocese of Milwaukee 103
- 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.

HEALTH AND SAFETY

Medications

Two forms must be filled out in order for school personnel to administer prescription drugs.

1. The **Physician's Order for Medication Administration Form** – This form is available in the school office. When your child has an appointment with a physician and you expect a prescription will be given, please take this form with you. This form is necessary if prescription medications are to be given/taken at school.
2. The **Parent/Guardian Medical Consent Form** – This form authorizes school personnel to administer the prescription.

Both of these forms are required by Archdiocesan policy. Without these forms, parents will be responsible for administering the medication themselves during the school day.

It is the responsibility of the student, when age-appropriate, to come to the school office to get the medication at the designated time. We will keep the medication refrigerated if needed.

Students with asthma may carry an inhaler with them.

Medication should be sent to the office in its original container from the pharmacy, labeled with the child's name, the name of the drug and dosage, the time to be given, and the physician's name.

Non-Prescription Drugs

Non-prescription drugs may not be taken by a student during the school day with the permission from a parent or guardian using the Parent/Guardian Medical Consent Form. Medication and consent form should be brought to the office for safekeeping. This includes cough drops.

Revised 6/2014

Health Room (Located in Adamski Hall for the 2020-21 School Year; special provisions made)

While St. Roman has a health room inside the office area, it is not staffed by a nurse or other health professional. Office staff will do their best to serve children who are not feeling well during the school day. If health concerns persist (e.g. a short rest does not result in improvement) parents will be called to discuss the situation. At times, it may be best for the child to be picked up and taken home; at other times a different course of action might be agreed upon. Please remember 2 things:

1. As mentioned above, we cannot administer any kind of medications without a signed permission form on file. This refers to both prescription and non-prescription drugs. So, if you think it is likely that your child will need some sort of medication at school (e.g. Tylenol, Ibuprofen, antihistamine, etc) please complete the medication permission form and provide the office with the medication in its original container.
2. St. Roman retains the right to call 911 at any time if a child's health issues appear to be reaching a level of significant concern.

If a child is sent or kept home due to illness, the rule of thumb for when they should be sent back to school is when they have had no fever and no vomiting for 24hrs. St. Roman's goal is to have healthy children at school.

**Note: Due to Covid-19, students who become ill at school will be sent home immediately. Students may return when they are symptom free for 48 hours and have a negative covid test or a doctor's excuse stating the child can return. Both must be provided in writing to the school. If the child is feeling okay, he/she should join the digital learning pathway until he/she can return to school.*

Asbestos Report

At St. Roman School, asbestos is limited to the ceilings in the original classrooms and hallways. It has been encapsulated for the safety of all according to state and federal guidelines. Every three years, a required inspection of these areas is conducted by an outside agency. The results of these inspections are available in the school office during normal business hours. The last inspection was conducted during the 2019-20 school year. (Address any concerns to Patricia DeLeon, Asbestos Designee).

Communicable Diseases

It is important to notify the school when your child has a communicable disease, including measles, chicken pox, H1N1, whooping cough and scarlet fever. Contagious diseases, such as these, must be reported to the City of Milwaukee Health Department. A written release is required in order for the child to return to school. Contact your local health department for policies and regulations concerning this release. Typically, the policy concerning re-admission to school following an absence due to a contagious disease is:

- A written release slip must be obtained and presented to the office when the child returns to school.
- The release may be obtained from the doctor who attended the child during the illness or from a Health Department nurse.

Immunizations

All students are required to satisfy the requirements of the Wisconsin Immunization Laws when enrolled. It is the duty of the parent to see that the child has been immunized according to the schedule of immunizations required by law. In cases where the child is not up to date with immunizations, the parent will be contacted, and the child may be asked to stay at home until the immunizations are up-to-date.

Parties in School (Not applicable for 2020-21 School Year)

At times, teachers may schedule a party to celebrate a holiday or an earned reward. Parents may be asked to supply treats for the class and students may be asked to provide their own drinks. If a student wishes to celebrate his/her birthday with the class, he/she must bring a treat for all classmates. Examples of appropriate nutritious treats are shared by food service personnel and the teachers at the beginning of the school year. If a parent is uncertain, please check with the classroom teacher.

Parties Outside of School (Not applicable for 2020-21 school year)

When celebration and fun are scheduled outside of school hours, we request that invitations to parties be distributed away from the school grounds when just *some* of the students in the class will be invited. This avoids hurt feelings on the part of those not invited.

Pets at School

Since St. Roman's first concern is the health and well-being of our students, pets at school present at least 3 possible issues: injury, disease, and allergies. Therefore:

- Pets should not be brought to school or school sponsored activities (such as walks) nor should they be taken out of your vehicle at dismissal. We have seen even friendly animals that have never had a mean moment in their lives, be affected by the noise, commotion and different environment of school and unexpectedly exhibit aggressive or protective behaviors towards others. We would rather be safe than sorry. So, even though we would all love seeing that "cutest puppy ever", please do not bring them to school.

- If having an animal in the classroom would enhance the educational program, the following guidelines must be followed:
 - The animal needs to be contained in a safe (to them and to the students) environment.
 - The animal has to be of known good health (e.g. no salmonella, etc.)
 - The teacher must contact all classroom families to insure that all of the students in that class, or classes that would visit the room are not allergic to the animal.

Revised 6/2014

P.E. Medical Excuse (Not Applicable for the 2020-21 school year)

Parents or guardians must send a written excuse from a doctor if a student is unable to participate in class. If a student is not able to participate in PE class due to illness or injury, that student will not be allowed to practice or participate in an after-school sport on that same day. If the inactivity will be for an extended time, a doctor's excuse is required.

Revised: 7/2006

HOMEWORK

The ultimate responsibility for homework lies with the student. It is generally an expansion of classroom lessons and is used as a valuable tool for applying what has been learned and for reinforcing facts. Since all students do not work at the same speed, at times it will be necessary for students to complete class work at home as well.

A parent or guardian's role in the completion of homework includes:

- Providing the appropriate atmosphere, place, and **time** for studying at home.
- Discussing the work assigned with the student.
- Supporting and encouraging the student's efforts; but, **not doing his/her work for him/her.**
- Helping your student understand that homework not completed or handed in incompletely may affect the student's grade in a particular subject.
- Checking with the teacher immediately if you have concerns about too much or too little homework. Homework time should be free from television, music, or other distractions. Should your student report that he/she has no homework, parents should suggest and encourage:
 - Reading books, magazines, newspapers, especially on topics being covered in class.
 - Reviewing class notes, math processes, spelling, or grammar.
 - Researching for long-term assignments on social studies, science, religion, etc.
 - Talking about the events of the day in school.

Revised 8/2019

Homework for Absentees

(Must work with homeroom teacher; digital work available for 2020-21)

A parent or guardian wishing homework for an absent child may notify the secretary when calling to report the absence. The school secretary will pass on this request to the teacher(s). Every effort will be made to have the homework available in the school office at the **end** of the school day. **Students** are responsible for obtaining any missed assignments and should work out a plan to make up missed work, quizzes, and tests with their teacher(s). Generally, one day for each day of absence will be allowed to make up work assigned or accomplished during a student's time out of school.

HOT LUNCH/FOOD SERVICE (Food served in classrooms for 2020-21; students not serving)

St. Roman School participates in the federally-funded breakfast and hot lunch program. Breakfast and lunch are offered free for all students through our participation in the Community Eligibility Program. Hot lunches are offered every day except the days of noon dismissal.

Students in Grades 4-8 assist with serving lunch (wearing hairnets and gloves) and must have a signed permission slip on file.

Students are also allowed to provide their own bag lunches. **Soda, excessive junk food, etc. are not permitted for school lunches.** Parents should be aware of their child's appetite and nutritional needs and pack a lunch that is well-balanced and sufficient.

Students with Allergies

Parents are required to notify the school office, food service personnel, and classroom teachers in writing at the beginning of each school year if their students have food or other allergies. All concerned will work with the family for the protection of the student.

Lunch Room Rules and Expectations

1. Respect all lunch room personnel.
2. Follow directions.
3. Talk in a quiet, conversational manner.
4. Walk at all times.
5. Finish meal and dispose of garbage properly.
6. Clean floor and table area before leaving.
7. Do not play with or throw food.
8. If a funeral is in progress, maintain quiet around the church entrances, both inside and outside.
9. Request permission to use the bathroom.
10. Obey bathroom rules.

Revised 8/2019

LOST AND FOUND (Not applicable for 2020-21)

If students misplace school supplies or personal items, they are asked to check the "lost and found" near Adamski Hall. Items that have been turned in and not claimed are kept for an entire quarter before they are donated to the St. Vincent de Paul Society or another needy program.

PARKING LOT PROCEDURES FOR ARRIVAL AND DISMISSAL

****PLEASE SEE LAST PAGES IN HANDBOOK FOR PARKING LOT PROCEDURES****

PLAYGROUND RULES AND EXPECTATIONS (Designated pods for 2020-21)

Students are expected to display the values of reverence, respect and responsibility on the playground.

Specific expectations for proper behavior on the playground include, but are not limited to, the following:

- Follow instructions given by the playground supervisors.
- Respect others, their clothing, and their property.
- Keep the grounds free of litter.
- Use appropriate language at all times.
- Be responsible for the care and return of playground equipment.
- Stay away from the garages, 20th Street, and valley.
- Report any injury or illness promptly to the playground supervisor.
- Do not leave the playground area for any reason without adult permission, including to retrieve lost equipment.
- Dress appropriately for weather conditions. For instance, students need to wear boots, snow pants, coat, hat and mittens if they want to play in the snow. Note: throwing of snow, ice, mud, stones, etc. is specifically prohibited.
- Do not chew gum or candy on the playground.
- Line up *quickly* and *quietly* when the bell rings.
- Be inclusive. "Everybody (that wants to) plays, or nobody plays."
- Use the playground equipment safely and according to rules given.

Revised 6/2014

Any inappropriate behavior on the playground will result in immediate removal from the playground activities, and perhaps being sent to the school office. For serious offenses, parents may be notified. At times, a student will be required

to write apology letters to the playground supervisor and other students involved. This letter may require a parent signature. If further consequences are thought necessary, students may be required to complete service at the discretion of the teacher or the principal.

PLANNING and ACCREDITATION PROCESS

Catholic schools are accredited through the Milwaukee Archdiocesan Office for Schools, Child and Youth Ministries and the Wisconsin Religious and Independent Schools Accreditation (WRISA) upon demonstration that specific standards have been met.

The standards of the Office for Schools are based on the requirements for Catholic schools as they are stated in the policies, regulations, and statutes of the Wisconsin Catholic Conference of Bishops, as well as the policies and regulations of the Office for Schools, Child and Youth Ministries, and the Wisconsin Department of Public Instruction.

The planning process used by the Office for Schools of the Archdiocese of Milwaukee is designed to aid schools in their efforts toward providing the best possible instruction for students. Each school adapts its planning efforts to meet goals and objectives determined to best serve the local student population.

A formal seven-year planning process guides Archdiocesan schools in providing the sequential and developmental instruction offered to all students. St. Roman Parish School participates in this process and is formally accredited by WRISA at this time.

PROMOTION and RETENTION

St Roman Parish School follows the Milwaukee Archdiocesan Policy for the promotion or retention of students. (Archdiocese of Milwaukee POLICIES and REGULATIONS Manual, Policy # 5123 (a) (b))

Retention of a student will be done judiciously and as a final option considering the many factors affecting retention. If retention appears likely, this will be discussed with parents several times during the school year according to policy.

Some factors that can serve as guidelines for retention include the student's chronological age, intellectual ability, physical size, present grade placement, siblings, peer relationships, health issues, and the student's attitude toward learning.

REGISTRATION

Registration for school takes place beginning with our Open House during Catholic Schools Week and continues throughout the spring of the school year depending upon enrollments. At other times, registration may be completed at the discretion of the principal. The process includes a registration form. Open enrollment for Milwaukee Parental Choice Program students takes place the 1st through the 20th of most months (end date may vary). Open enrollment for the Wisconsin Parental Choice Program takes place February 1-April 20. Families applying to one of the Parental Choice Programs must provide eligibility documentation within a required time frame and will receive a seat only if requirements are satisfied and there is a seat available in the grade.

During the registration process, families will also be required to provide a birth certificate, immunization records, and complete a home language survey. Additionally, we work with the parish office for students who have not received the sacraments of baptism, first reconciliation and first Eucharist. Arrangements can be made through the Religious Education Office for students who have not yet received these sacraments.

REPORT CARDS

In order to inform parents of their student's academic achievement as well as their social and emotional growth, **MILWAUKEE ARCHDIOCESAN STANDARDS-BASED REPORT CARDS** are issued two times for grades K4 and K5, and three times per school year for grades 1-8. Parents should use PowerSchool regularly to monitor their child's academic progress.

Students may not receive their report cards early due to illness or vacation. The reports may be picked up at the school office by parents, or they will be mailed on the same day as regular distribution.

All report envelopes are to be signed by the parent or guardian and promptly returned to school.

Standards Based Grading (in person and digital pathways)

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

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values.

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 assessments.

Grades 1-3 Proficiency Scale

3 Proficient	<ul style="list-style-type: none"> ● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> ● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none"> ● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

Grades 4-8 Proficiency Scale

4 Advanced	<ul style="list-style-type: none"> ● Student demonstrates understanding of concepts and skills beyond grade level standards. ● Student can independently complete self-directed studies.
3 Proficient	<ul style="list-style-type: none"> ● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> ● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning tasks without assistance.
1 Emerging	<ul style="list-style-type: none"> ● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

** Note for the 2020-2021 school year insufficient evidence is the term used for a 1
 “Insufficient Evidence” is used for any standard for which instruction was provided and assignments given for purposes of assessing proficiency, regardless of content area, but not enough evidence was submitted for proficiency to be determined.

Athletic Eligibility

Extra Curricular/Sports Activities Grade 5-8 (To be determined throughout the 2020-21 school year)

The Archdiocesan policies are followed in the regulation of extracurricular and sports activities in the school. The Pastor is chiefly responsible for promoting these policies and those policies of St. Roman Parish School. Certain responsibilities/duties may be delegated to the Athletic Association.

In an effort to uphold the Code of Christian Conduct and the high academic standards of the school and Parish Christian Formation Program, the Principal /Director of Christian Formation may reserve the right of privilege for a child to participate in extracurricular/sports activities.

The following criteria are followed:

1. In order to promote good sportsmanship and display Christian attitudes in public, a student must first maintain average grades and display Christian values.
2. A student must be in good academic standing as defined by consistent progress toward proficiency in grade-level standards and satisfactory completion of class assignments

A conference *may* be held with the student, homeroom teacher and/or principal in order to discuss the ineligibility status of the student. An action plan may be designed with and for the student. Parents and students will sign this plan. In grades K – 4, students experiencing academic difficulty may participate in athletics and extracurricular at their parents' discretion.

Revised 8/2019

SAFETY PROCEDURES

Fire, Tornado and Intruder Drills

St. Roman conducts fire drills and tornado drills as required by Wisconsin law. Specific directions can be found in each classroom. In addition, intruder drills are conducted utilizing the ALICE Institute techniques.

SCHOOL ADVISORY COMMITTEE

The purpose and structure of this organization will be revised during this school year. Further information about their by-laws will be included in the Wednesday Home Folders during the year. The general purpose of this group in the past has been to support the parents and administration in strengthening the overall school program at St. Roman.

SCHOOL COUNSELOR

The St. Roman School Counselor is a member of our educational team who helps students achieve success in school. This person, formerly called a "Guidance Counselor", works with students both in and outside the classroom on their academic, social, emotional, and career development. Our School Counselor works with all St. Roman students to help them achieve their highest potential in school, using a variety of methods including: individual counseling, group counseling, classroom guidance lessons, school-wide programs, and educational planning (i.e. preparing for high school).

The School Counselor is a resource available to all students and families. Parents and students are welcome to contact our School Counselor at any time with questions, concerns, or for consultation purposes.

Because the student-counselor relationship is bound by confidentiality, the School Counselor may not be able to share the contents of individual counseling sessions with parents. However, our School Counselor works collaboratively with parents and encourages students to talk with their parents about individual counseling goals when appropriate. Because the School Counselor's most important role is ensuring the safety of all students, the counselor will contact a family member and the school principal if a student presents a risk of harm to self or others.

The School Counselor is a trained education professional, not a licensed clinical therapist. If our School Counselor believes your child may benefit from additional clinical services, a referral to outside resources may be suggested. The

School Counselor is available to help facilitate referrals and welcomes contact from parents who would like assistance with this process.

School counseling services are meant to be a positive and helpful experience for all children. Therefore, counseling will not be used as a disciplinary response. However, the St. Roman Principal reserves the right to require visits with the counselor as an additional support in an overall disciplinary plan.

If you object to your child meeting with the counselor on an individual basis, please provide this objection in writing to the St. Roman main office.

SCHOOL DAY

The school day begins at 8:00 A.M.; drop off starting at 7:30 A.M.

Dismissal is at 2:15 P.M. After dismissal, students are expected to complete specials assignments until 3:15 P.M.

Extended Care Program (Not applicable for the 2020-21 School Year)

St. Roman Parish School offers a Before School Care Program 6:30-7:20 A.M. and an After School Care Program 3:00 P.M.- 5:30 P.M. Further information on registration, fees, and other concerns is offered at the beginning of the school year by the program director, Kathy Dietenberger. Her number is 414-702-1563 or e-mail at Kathy.Dietenberger@stromanschool.com. You may also call the school office with questions.

TECHNOLOGY USE

At St. Roman School, we offer students access to technology devices and to the Internet. All students must obtain permission from parents or guardians in order to gain Internet access. At the beginning of each school year, we require a parent or guardian's signature on an Acceptable Use Policy form in order to grant permission for student use of the computers and the Internet. The policy further explains appropriate uses of the technology devices and the Internet. Our students are not allowed to use the technology devices until this permission is given. Using technology devices is a privilege offered at the school; this privilege will be denied if use is abused.

TELEPHONE

St. Roman students are not allowed to use the telephone in the school office unless approved by office staff. Since Responsibility is one of the Character Pillars, we expect that all plans for after-school tutoring, the need for gym clothes, the due dates for field trip fees, etc. are taken care of when planning the day before. If the student does need to make a call, they are expected to come to the office. They may not use their cell phone during school hours.

Revised 6/2015

TITLE 1 PROGRAM

Small groups of students are sent to the Title 1 (WIN) Teacher for support in the areas of Reading and/or Math. Students are chosen through review of group testing results, screening, and teacher referrals. Before students can be included for Title 1 services, their parents need to give written permission.

TUITION FOR THE 2019 – 2020 SCHOOL YEAR

One student (Grade K4 – 8)	\$ 2,595.00
Two students (Grade K4 – 8)	\$ 4,704.00
Three or more students (Grade K4 – 8)	\$ 6,837.00

An annual registration fee of \$75 is required per family at the time of re-enrollment and is non-refundable. Because of our budgeting restrictions, it is important at St. Roman to know that tuition will be paid on a regular schedule. In spring, parents will receive a letter of intent regarding payment of tuition and parent contract. There are two options for payment.

Revised 8/2019

Payment Options

1. All tuition is paid in full on or before mid-June of the previous school year.
2. A down payment may be made by mid-June. The balance may be financed over a 10-month period beginning with August 1st. This option adds a \$60.00 financing fee also due by mid-June.

Non-Payment of Tuition

All fees must be paid according to your agreement. They must also be paid in full before the last day of school. This not only includes tuition, but any outstanding debts including hot lunch, library, etc. Students will not be accepted back to St. Roman Parish School until these fees have all been satisfied.

If for some reason, you anticipate a problem with meeting your tuition or other obligations to the school, **please** contact the Dean of Operations as soon possible. An arrangement can be made to adjust the date for meeting your financial obligations. If no contact is made, the above consequences of not meeting your obligations will take effect.

Need-based Scholarships

Options for financial aid to attend St. Roman School include *St. Gerard Scholarship and the Sr. Lucy Ann Meyer Scholarship*. The scholarships are awarded on an annual basis and **must** be applied for annually. Application and notification for the scholarships are made available in the spring.

Revised 6/2014

Parish Stewardship

ALL members of St. Roman Parish are asked to financially support the Parish. It is expected that all those who receive the Parish subsidized tuition honor that commitment.

VISITORS TO SCHOOL

CDC Guidelines:

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

SCS Policy:

Visitors (*including parents*) will not be allowed into the school, with limited specified exceptions. All visitors will be asked to check in at the main office and will be screened upon arrival. There will be no waiting or reception areas to avoid any congregating. Vendors will follow appropriate, predetermined processes to ensure safety.

VOLUNTEER OPPORTUNITIES AT ST. ROMAN (Not applicable for the 2020-21 School Year)

St. Roman Parish School offers many opportunities for all parents/guardians to help our children grow spiritually, intellectually, physically and socially. Throughout the school year, from August through May, there are numerous activities in need of volunteers. These include playground supervisors, library aides, lunchroom supervision, and chaperones for field trips as well as assisting teachers and staff, and sharing in our weekly liturgies. You can also support our fundraisers.

Our school tradition asks specific grades to volunteer for certain activities throughout the school year:

- Seventh Grade – helps with the Eighth Grade Graduation Social.

Homeroom teachers and committee chairpersons will notify parents of these upcoming events.

There are also several committees that are involved in the educational and athletic programs at St. Roman Parish School. These committees include the School Advisory Committee and the Athletic Association. Opportunities to work with these associations as officers or committee members are available as positions on these committees open up.

Parish community members are considered welcome members of St. Roman's School Community. The sharing of your time and talent is not only welcome but also a part of your stewardship as a Parish member. Please contact the school for further information.

Criminal Background Checks and Other Requirements

As part of the Archdiocese of Milwaukee's Safe Environment Program, if you are interested in working or helping with students as part of the school program, you will need to attend a "Safeguarding All God's Children" workshop to become eligible to help. These training sessions are held throughout the diocese during the year. Location information and sign up links are available at the Archdiocesan website, www.archmil.org. On this link, you will also complete the form for a background check and another form acknowledging that you read the Code of Ethics. All three requirements must be completed/met prior to volunteering or working with students. The goal of this program is to eliminate any abuse of children and provide for their safety. All teachers, staff, and volunteers must also view and acknowledge that they have read the Archdiocesan Code of Ethical Standards for Church Leaders, and the Mandatory Reporting Responsibilities.

PARKING LOT PROCEDURES
(Changed for 2020-21 School Year - No Bolivar Parking)

These parking lot procedures are in place for the safety and well-being of our children. Please adhere to proper entry and exits so that the flow of traffic is not disturbed and/or poses a danger to any child or adult who are following the procedures properly. As a parish school community, we commit to keeping our children safe. All students arriving in a vehicle should be dropped off in the back of the school building when arriving prior to 8:00 a.m. Only walkers may enter through the front of the building off of Bolivar. All students arriving after 8:00 a.m. should be walked to the front door by a parent or guardian.

<u>20th STREET</u> <u>(NO PARKING)</u> Entry/Exit procedures	<u>Inclement Weather Procedures</u> Entry/Exit procedures
<ul style="list-style-type: none"> ● Follow the route indicated, entering from 20th Street. ● THERE IS NO PARKING (except for inclement weather days—see procedure to the right). Cars will continue in the “loop” to keep the flow of traffic efficient and safe. ● <u>A.M. drop-off</u>—form a single line of cars pulling up to the cone with the stop sign. Students exiting cars should exit toward the orange cones and get screened. When screening complete, cars <u>must</u> continue around loop and exit on 20th Street. Turn right onto 20th Street only. No students should be dropped off before 7:30 a.m. ● <u>P.M. pick-up</u>—form a single line of cars, pulling up to the cone with the stop sign. Students will be dismissed by school personnel (please do not call for your children) from their class’s assigned area when your vehicle is stopped in the designated area. When students are in vehicle, you <u>must</u> continue around loop and exit on 20th Street. Turn right onto 20th Street only. 	<ul style="list-style-type: none"> ● When the weather at the time of dismissal is expected to be inclement, we will send an email and text message to inform you by 2:00 p.m. ● When we have announced that we are using our inclement weather procedures, enter from 20th Street and park in lot. ● Enter school at the Main School Entrance at the back of school (door #8). Only one person per family is allowed to enter. Masks are required. ● Students will be called as you arrive. Once you have all your students, exit the building from the gym lobby doors. ● Exit the lot at 20th Street only. Turn right onto 20th Street.

****STUDENTS MAY NOT BE DROPPED OFF OR PICKED UP ON BOLIVAR AVE. DURING REGULAR ARRIVAL/DISMISSAL****

School Staff 2020-21

Title	First Name	Last Name	Position	Email Address
Ms.	Imelda	Aguilar	Educational Assistant	Imelda.Aguilar@stromanschool.com
Mrs.	Erika	Alvarez	Administrative Assistant	Erika.Alvarez@stromanschool.com
Mrs.	Kathy	Arnold	Grade 4B	Kathy.Arnold@stromanschool.com
Mrs.	Carol	Beecher	Office Manager/Dean of Ops	Carol.Beecher@stromanschool.com
Ms.	Zing	Chin	Educational Assistant	Zing.Chin@stromanschool.com
Mrs.	Shanya	Coleman	Grade K4B	Shanya.Coleman@stromanschool.com
Ms.	Mary	Conway	Grade 3A (Substitute)	Mary.Conway@stromanschool.com
Mrs.	Michelle	Datka	Grade K4A	Michelle.Datka@stromanschool.com
Mrs.	Kathy	Dietenberger	Educational Assistant	Kathy.Dietenberger@stromanschool.com
Mr.	James	Fliss	Food Service Assistant	James.Fliss@stromanschool.com
Ms.	Rebecca	Hauf	Grade 4A	Rebecca.Hauf@stromanschool.com
Mr.	Maggie	Herbst	Grade 6B	Maggie.Herbst@stromanschool.com
Mrs.	Peggy	Horn	Food Service Manager	Peggy.Horn@stromanschool.com
Ms.	Kelsey	Jannsen-Koch	Counselor	Kelsey.Jannsen@stromanschool.com
Ms.	Pamela	Jones	Grade 8	Pamela.Jones@stromanschool.com
Mrs.	Nicole	Kachelski	Grade K5A	Nicole.Kachelski@stromanschool.com
Mrs.	Emily	MacKenzie	Grade 3B	Emily.MacKenzie@stromanschool.com
Mr.	Brad	Malecki	Facility Manager	Brad.Malecki@stromanschool.com
Mrs.	Gail	Malecki	Food Service Assistant	Gail.Malecki@stromanschool.com
Ms.	Melissa	Malecki	Food Service Assistant	Melissa.Malecki@stromanschool.com
Mr.	Tom	Martin	Grade 5A	Tom.Martin@stromanschool.com
Ms.	Megan	Mustopich	Title I	Megan.Mustopich@stromanschool.com
Ms.	Patrice	Padilla	Librarian/Educational Assistant	Patrice.Padilla@stromanschool.com
Mrs.	Anna	Richlen	Educational Assistant	Anna.Richlen@stromanschool.com
Ms.	Elle	Rodriguez Hernandez	Grade 2B	Elle.Rodriguez@stromanschool.com
Mrs.	Amanda	Sauer	Assistant Principal	Amanda.Sauer@stromanschool.com
Mrs.	Gloria	Schaff	Food Service Assistant	Gloria.Schaff@stromanschool.com
Ms.	Rebecca	Schelske	Grade 1A	Rebecca.Schelske@stromanschool.com
Mrs.	Sue	Shawver	Principal	Sue.Shawver@stromanschool.com
Mr.	Scott	Siemers	Grade 7B	Scott.Siemers@stromanschool.com
Ms.	Linda	Sokup	Educational Assistant	Linda.Sokup@stromanschool.com
Ms.	Belinda	Spor	Food Service Assistant	Belinda.Spor@stromanschool.com
Ms.	Alyson	Stadler	Grade 6A	Alyson.Stadler@stromanschool.com
Mr.	Robert	Steffens	Food Service Assistant	Robert.Steffens@stromanschool.com
Ms.	Rebecca	Stolz	Grade 2A	Rebecca.Stolz@stromanschool.com

Mrs.	Kristen	Strickler	Grade K5B	Kristen.Strickler@stromanschool.com
Ms.	Maria	Tejeda	Administrative Assistant	Maria.Tejeda@stromanschool.com
Ms.	Elizabeth	Turco	Grade 7A	Elizabeth.Turco@stromanschool.com
Ms.	Abigail	Vandenhouten	Grade 1B	Abigail.Vandenhouten@stromanschool.com
Mrs.	Angelic	Zaren	Grade 5B	Angelic.Zaren@stromanschool.com
Mr.	Todd	Zoellick	Custodian	Todd.Zoellick@stromanschool.com

School Calendar