



Student/Parent Handbook
2023-2024

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ST. BRUNO PARISH SCHOOL

EXPECTATIONS OF ST. BRUNO PARISH SCHOOL MINISTRY

PARISH MISSION

St. Bruno Parish is a community of people sharing a common faith in the teachings of the Catholic tradition. We come together to worship God and to spread the good news that Jesus gave us. Through celebrating Christian unity, we provide emotional support and practice the works of mercy.

SCHOOL MISSION

St. Bruno Parish School inspires academic excellence and instills Catholic values within a faith-filled community and beyond.

VISION

St. Bruno Parish School is the Catholic school of choice in Western Waukesha County, continually pursuing excellence in Faith, Academics, Catholic/Christian Morals and Virtues. The school is recognized for:

- Superior learning environment that inspires both students and faculty to achieve their potential
- Outstanding teachers who are committed to Catholic morals and virtues
- Collaboration among local schools
- Proactive involvement of students and faculty in community activities
- Enhancement and support of the ministries of St. Bruno Parish.

PHILOSOPHY

We are dedicated to assisting students in acquiring an appreciation of the ongoing quest for knowledge, learning, and practicing their faith. The success of each student is foremost within his or her abilities. Each student at St. Bruno Parish School is encouraged to respect him/herself and others. By incorporating cooperative group skills, the students experience self-worth and learn to appreciate the diversity of others. The Christian faith is used as the basis for developing moral ethics, instilling a universal sense of the common good and forming one's commitment to social and global responsibilities. St. Bruno Parish School provides an environment in which competency-based skills are achieved for a lifelong learning experience. Our goal is to develop a well-rounded individual with the talents and faith to excel in future endeavors. Our mission will be accomplished through our message, community, service, and worship.

MESSAGE

- To develop life-long involvement of Christian morality, Catholic traditions and strength in faith.
- To understand the Gospel message and how it applies to our own lives and our interactions with others.

COMMUNITY

- To develop an understanding that all of God's people and creation need love and respect.
- To exhibit Christ-like attitudes and actions, thereby creating a willingness to help others in the growth of our Catholic community.
- To practice our Catholic values within the many communities in which we live.

SERVICE

- To motivate children to responsibly live a Christian life of service and love.
- To develop an awareness of our community through serving the needs of others.

WORSHIP

- To share Scripture through school liturgy, prayer services and classroom instruction in a way which children can understand and practice.
- To provide a nurturing environment where God is an integral part of our day.

NONDISCRIMINATORY STATEMENT

- St. Bruno does not discriminate in its educational programs, activities, or staff on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, military or veteran status, generic information, or any other character that is protected under applicable federal, state, or local law.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbook and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

(Archdiocesan policy 1312)

Purpose of Handbook and Right to Amend

This handbook is designed as a guide for school families. It is not a comprehensive compilation of all the policies under which and by which the school operates under the Policy Manual of the Archdiocese of Milwaukee.

This is an ongoing document and the school administration reserves the right to amend this handbook. Any changes to the handbook will be published through the school newsletter. The handbook is an agreement between the school and the families, and is not a contract.

(Archdiocesan policy 5101)

ACCIDENTS

For the protection of students and teachers, every accident on the grounds or at an athletic event will be reported immediately to the person in charge. The person in charge or an appointee will notify the school office immediately. The office will contact parents/guardians using the emergency numbers listed at registration. When emergency transport to the hospital is needed, parents/guardians will be informed where to meet the student and medical personnel.

ACTIVITIES

The principal is responsible for the entire curricular program. The pastor and the athletic association are responsible for the parish athletic program. All outside activities are to be coordinated through the school office. All leaders of after school activities are responsible for all members of their group. They may not leave the school grounds until all students have left the premises.

Athletic activities available to the students:

Basketball Grades 5-8

Track Grades 5-8

Volleyball - Grades 5-8

Cross-Country Grades 5-8

Additional Activities

Academic Night

Advent and Lenten Programs

Art Club

Scouts

Celebration of Catholic Schools Week

Classroom Awards

Open Gym

Choir

Christmas Concert

Drama Club

General School Assemblies

Innovation Fair

Instrumental Music

Kids Care Club

Sacramental Preparation

LEGO Engineering Team

Picnic at the End of the Year

Service Projects

Special Liturgies

Spring Concert

Student Council

Talent Show

Weekly Liturgies

Drama Club

Drama Club will be offered as an after school activity to be coordinated by Mr. Phillips and will begin in the spring. Emphasis will be placed upon preparing for a spring production to present to the entire school and the general public. Meetings will be one day per week and will increase in frequency as show time approaches. Opportunities will include cast positions, set development, costume design, and general stage crew jobs. Drama Club is open to grades 5 through 8 with cast positions reserved for, but not limited to, 8th grade students.

Restriction of Activities:

Extracurricular activities are valued, but education has a higher priority. The school reserves the right to determine students' eligibility for activities and athletics, based on: **Grades, Behavior, Attitude, Work ethic, and Attendance.**

On a case-by case basis, the Principal may temporarily suspend or terminate a student's participation. In the event of a decision to restrict a student's participation in some way for a period of time, the parents and the director/coordinator of the activity will be notified in writing. The decision of the principal would be final. If there are collateral consequences such as forfeiting games, etc. that consequence would be considered the responsibility of that particular student.

Grades: restriction would be considered if lack of attention to academics, or participation in the activities, is a direct cause of a D or lower, or incomplete grades. Note: if a low grade represents expected progress for a child, as with a learning disability, there would be no suspension or termination of privileges.

Behavior: Restriction would be considered following a behavior-related suspension.

Attitude: Restriction would be considered for any student whose attitude toward adults (staff, volunteers, coaches/leaders, parents), or other students is consistently disrespectful.

Work Effort: Restriction will be considered for a school student who has so many missing/late assignments that it causes a significant drop in the child's grades.

Attendance: Restriction will be considered for a student who is tardy more than 15 days in one quarter without valid reason, or if a student's absence rate reaches more than 15 days in one quarter with no reasonable explanation.

ACCREDITATION PROCESS

St. Bruno Parish School is involved in an ongoing accreditation process by the Archdiocese of Milwaukee and the Wisconsin Independent and Religious School Association. We are currently successfully accredited through June 2029.
(Archdiocesan policy 6181)

ADMINISTRATION/SCHOOL GOVERNING BODY

The pastor is the chief administrator of the school. Our pastor assumes responsibility for all aspects of the school organization.

- The specific direction of the school is delegated to the principal.
- The specific direction of the classroom is delegated to the teacher.
- If a question regarding classroom instruction or procedures should arise,
 1. Consult the teacher involved
 2. Consult the principal only if, after a reasonable time, further assistance is deemed necessary.

ADMISSIONS

St. Bruno Parish School maintains an open admission policy regardless of religious affiliation or ethnic background. Catholic families are to be registered members of St. Bruno Parish or a neighboring parish. New families are requested to register as parishioners at the parish office before registering their children in school. Parishioners are expected to have a pledge card on file at the parish office. Non-parishioners are accepted when there is room in the school.

Proper procedures are in place and will be followed to determine if admission and attendance at St. Bruno Parish School is in the best educational interest of special needs students. The final determination is up to the school principal. St. Bruno Parish School does not guarantee that we can meet all the educational needs of students with special needs, although we do strive for an inclusive learning environment and attempt to meet the needs of all learners.

Archdiocesan policy 5110

Early Admission

A child must be five years old before September 1st of that year to enter kindergarten. A child must be four years old before September 1st to enter K4. A child must be three years old and independently toilet trained before September 1st to attend K-3.

The State Superintendent has recommended that each local school board adopt an admission policy which includes procedures for the admission of exceptional cases, regardless of the regular admission age requirement, and that parents be made aware of these procedures. In Catholic schools children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

Transfer Students

All new students enter the school on probation for one semester. Upon transferring from another school, the principal will request complete records from the school last attended. Transfer students are invited to spend a day in school as a component of the acceptance process.

Immunization Records

All students must have proper and up to date immunization records or a government dispensation from immunizations on file in the school office by the first day of classes. St. Bruno Parish School will comply with all government regulations for notification and reporting the lack of proper immunization records.

Child Custody

St. Bruno Parish School will remain strictly neutral on all custody issues unless there is a copy of a court order against one parent on file in the school office. All family information, custody documents and restraining orders are kept confidential.

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

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m). (Archdiocesan policy 5124.2)

ASBESTOS

St. Bruno Parish School is required by law to notify all families that there is asbestos in the school. The parish school is in compliance with all state and federal regulations concerning the inspection and maintenance of all asbestos. The Asbestos Management Plan is on file at the school and is available to any parent for inspection upon request.

Archdiocesan policy 5140.11

ASSEMBLIES

Assemblies are a scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. These are opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

ASSESSMENT

Daily Assessment

Students are assessed on a daily basis through classroom participation, daily work, homework, quizzes on lessons and tests on units. All academic grades are objective in nature. Our Early Childhood program assesses students on play-based activities according to the Wisconsin Model Early Learning Standards (WMELS) and uses primarily a narrative report format. Our K5 adds a traditional report card to the narrative report. St. Bruno has adopted the Standards-Based Learning and Grading system, in keeping with schools of the Archdiocese of Milwaukee. Parental access to Power School, our online grading system, is provided annually.

Standard Grade (Gr. 1-3) Standards will be marked		Standard Grade (Gr. 4-8) Standards will be marked	
❖ 3 - Proficient		❖ 4 - Advanced	
❖ 2 - Developing		❖ 3 - Proficient	
❖ 1 - Emerging		❖ 2 - Developing	
❖ Blank - Not assessed at this time		❖ 1 - Emerging	
		❖ Blank - Not assessed at this time	

Conferences

Parent-teacher-student conferences are scheduled prior to the end of the first quarter and following the third quarter. Conferences are mandatory for all families and students. Students will attend these scheduled conferences. Special conferences may be requested at other times by the teacher or parent/guardian at any time throughout the school year. These appointments may be made by means of a note, email to the teacher or a call to the school office.

Report cards

Students in K3, K4 and K5 will receive report cards in the 2nd and 4th quarters only. In grades 1-8, report cards are sent home after the end of each of the 4 quarters. Parents of students in grades 1-8 may check grades by logging into PowerSchool. Parents who forget their access code for PowerSchool may contact the school office for assistance. The report card envelope should be signed, dated and returned the following school day after receipt.

Promotion/Retention

Pupils will usually be placed on a grade level with other children of similar chronological age and will usually progress annually from level to level. Exceptions may be made in particular cases when, in the judgment of the professional staff, a retention is in the best educational interest of the pupil involved. When retention seems likely, the following procedure will be recommended:

1. The homeroom teacher will request a conference with the student's parents/guardians within a week of the distribution date of the second quarter report card.
2. All subject teachers of the student and the principal will be encouraged to attend the conference
3. The final decision for recommendation for retention will be left to the discretion of school authorities.

PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM FOURTH GRADE TO FIFTH GRADE AND FROM EIGHTH GRADE TO NINTH GRADE:

The following is the school's fourth and eighth grade promotion requirements administrative policy as adopted by the Education Commission on 1-21-10:

1. Beginning in the year 2010 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will be required to meet at least one of the three criteria:
 - a. Criterion #1 – Academic performance is defined by proficiency levels in reading, writing, English/language arts, mathematics, science and social studies that are measured and defined by classroom assessments based on the Wisconsin State Curriculum Standards/Core Curriculum Standards.
 - b. Criterion #2 – Test results are a proficiency level of basic or above, which is measured and defined by the Iowa Test of Basic Skills, in reading, writing, English/language arts, mathematics, science and social studies.
 - c. Criterion #3 – Recommendations of teachers shall be determined by a school-based team that includes the classroom teacher(s), learning specialist and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.

2. The criteria must be met in the following manner:
 - a. Criterion #1 will be considered first.
 - b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
 - c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

NOTE: Based on Milwaukee Archdiocese policy, the school cannot deny promotion to a student twice in his/her attendance from K5 to 8th grade.

ATTENDANCE

Archdiocesan Policies 5112, 5113, and 5115

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age. Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Excused Absences

It is the responsibility of the parent or guardian to call the school office (262-965-2291) before 8:30 a.m. giving the child's name, grade, and reason for absence. An absence is considered an excused absence if the child is unable to attend school because of illness. Students are permitted to leave school before the regular dismissal in the event of illness or written parental request. In the event of illness at school, parents will be called and may be requested to pick up their child from school. Before returning to school, students should be fever-free without the use of fever-reducing medicine for 24 hours.

Students missing more than 3 consecutive school days, including weekends, will be required to have a written doctor's note. Written requests should be sent to the school office who will then inform the teacher. Parents are to pick up their children in the school office. If a parent wants to pick up missed homework, please contact the office by noon to make arrangements. Homework must be picked up after school. The homework may be adjusted by the classroom teacher in the event of a prolonged absence due to chronic or long term illnesses. A half day absence will be counted for children missing more than two but less than four hours of school.

There are events where a parent may need to remove a child from school for reasons other than illness. These may include but are not limited to family vacations, medical or dental appointments, sports or recreational activities, or family emergencies. Parents are asked to contact the school in advance of these events. We respectfully request that, when there is a choice of timing, events are planned outside of school days, i.e. vacation during school breaks.

Missed school work will be made up by the child upon his or her return. It is the responsibility of the family to be sure missed work is made up within the timeline set by the classroom teacher. All absences, excused or unexcused, become part of a child's permanent record.

Tardiness

Tardiness occurs if a child is not in the classroom by 8:35 a.m. In accordance with the Wisconsin Compulsory Attendance Law, 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 (5) days in a semester. Tardiness becomes a part of a child's permanent record.

Truancy

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year. There is no legal number of absences which, if exceeded, leads to automatic retention of a student.

St. Bruno Parish School may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year. A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Truancy becomes a part of a child's permanent record.

Virtual Learning Policy

The purpose of virtual learning is to facilitate learning during Covid sickness or quarantine, or for a long-term health situation when a student is unable to attend school. If a student is ill and needs to stay home, they should rest and recover. Homework will be provided at the end of the day. The classroom teacher will set up a timeline to allow absent students time to complete any missed work.

CHANGE OF INFORMATION

It is extremely important, in the event of an emergency, that we are able to contact parents within a short period of time. Valuable time can be wasted if emergency information becomes outdated during the school year. Please inform the school office if you are moving, changing your address, or changing your telephone or cell phone number. This includes changes in your business address and telephone number as well.

CHILD ABUSE AND NEGLECT

(Archdiocesan policy 5140)

All educational personnel are required by law to report any cases of suspected child neglect. Suspected child neglect cases will be reported to County Social Services. St. Bruno Parish School Staff will cooperate with social services, law enforcement officials and Archdiocesan Policy 5140 in all investigations involving minors.

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child. The Archdiocese of Milwaukee requires all adults, employees, or volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened. A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor. Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made. In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity; exposing a child to pornography; participation in human trafficking; or exposing and/or participating in sexting.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child. Mandatory Reporters Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect.

Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.

- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement Report to Child Protective Services:
 - Intentionally inflicting injury (or death) of a minor
 - Suspicion that a child is going to be harmed
 - Neglect
 - Child-on-child sexual abuse (under 10 years of age. If older, report to law enforcement)
 - An individual engaged in behavior that was dangerous to the child (even if there was no intent to cause injury)
 - Manufacturing methamphetamines when a child is present, in the place where a child resides, or when a child could reasonably see, smell, or hear the manufacturing of methamphetamines
 - Concerns related to mental health and wellbeing of a minor if the parent/guardian is not able to keep the minor safe when there have been threats of harm to self or others.

Report to Local Law Enforcement (for the city or county where the incident occurred):

- If the child is in imminent danger
- Sexual abuse or assault
- Any illegal behavior
- Any image, video or social media content that contains a minor that involves nudity and/or sexual content
- If the matter involves child pornography, human trafficking, or sexting
- Any concern that involves imminent danger to a person's life
- If the matter involves a threat of violence to a school building, staff, or students

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any

of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.

- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the

case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry. 11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.

12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.

13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry. Screening, Background Checks, and Training The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
 - Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
 - Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee and the Mandatory Reporting Responsibilities
 - Read and sign the Social Media & Digital Communication Policy acknowledgement
 - Be approved by a member of the professional staff A criminal background check must be repeated every five (5) years.
- All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

Child Custody (Archdiocesan Policy 5124.2)

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

COMMITTEES OF THE SCHOOL

ATHLETICS

The athletic association is the governing body responsible for establishing a functional athletic program for the students of St. Bruno Parish School. Interscholastic athletics established by the athletic association will be in accord with the policies set forth by the Archdiocesan Policy #6145.2.

Athletics will provide:

1. A positive learning experience
2. A positive base for Christian development
 - An understanding of competition, emphasizing sportsmanship and teamwork;
 - An opportunity for all participants to develop and share knowledge and skills appropriate to their age and ability
3. A supplement to the school's physical education program

St. Bruno Parish School will provide, first, a program of physical education for all children; second, an intramural sports program for all who desire some participation in competitive sports; and finally, an athletic program of competition in the skill sports.

It is the policy of St. Bruno Parish School to encourage the students to participate in the athletic program of the school. The programs are an important part of the complete education process of the school. Participation in athletics serves to develop fine school spirit, thereby serving the entire school. Sports, as all other extracurricular activities, are secondary to academics. Coaches, team members and spectators are expected to exemplify Christian attitudes.

Since our athletic programs are open to all St. Bruno Parish students, Archdiocesan policy states that the pastor or his designee has the ultimate responsibility for all extracurricular activities. The immediate supervision of a program may be delegated to qualified, competent adults. Parents and others, who serve as coaches and aides, must constantly recognize the authority of the pastor or his designee in all school-related activities.

A student athlete **may** participate with a non-Archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally.

Archdiocesan Policy 6145.2

HOME AND SCHOOL ASSOCIATION

This is a parent organization whose purpose is to:

1. Support the spiritual and education forces of the home and school in a program of Catholic, Christian child training
2. Offer, through well-planned programs, education and information of interest to parents
3. Offer, through well-planned projects, service which benefits the school
4. Encourage the maintenance of high standards of family life
5. Create a greater appreciation of Catholic, Christian education
6. Promote cooperation and provide a communication media among all approved Archdiocesan organizations working for the advancement of Catholic, Christian education in Waukesha County

All parents of St. Bruno Parish School students are automatically members of the Home and School Association. There are no dues. Monthly meetings are held. All members are encouraged to attend the monthly meetings.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee serves as an advisory body to the school principal or administrator. It assists with policy development, identifying and expressing the educational goals and objectives of the parish community, budget planning, and public relations. This group is the only parish commission/committee that operates under its own set of bylaws, normally because the school is incorporated. The School Advisory Committee assists in the local implementation of the policies of the Milwaukee Archdiocese.

Meetings are open to all parents, teachers, parishioners and community members unless specified otherwise. Individuals or groups wishing to speak during a School Committee Meeting are asked to submit a written request to the school principal.

The School Advisory Committee shall be a maximum of 15 members:

1. Eight at-large positions shall be open to any person who is a parent/guardian (two may be non-parish members) of a St. Bruno Parish School student at the time of discernment. This includes a chairperson, vice-chair, and secretary.
2. Two positions shall be open to non-school family members of the parish
3. One teacher

4. The principal
5. The pastor
6. The liaison from Parish Council
7. A representative from the St. Bruno Parish Home and School Association
8. Members shall be discerned to a two-year term. The chairperson must have served for at least one year prior to being chair.
9. Members may discern for a second term.
10. No member shall serve more than two consecutive terms.
11. After serving two consecutive terms members must sit out for one year and may discern for a new term the following year.

COMMUNICATION

Frequent and effective communication between the school and the home and between the home and the school is a very important part of the educational success of St. Bruno Parish School. Teachers send home a weekly or monthly newsletter with updates on class activities. Assignment notebooks and other electronic means of communication may also be used. Teachers will meet at scheduled conferences and will be happy to meet with parents and students whenever necessary. We also send progress reports at the middle of first and third quarters of the school year.

Every Wednesday (when school is in session) school business information will be sent home with the oldest child in each family in the Family Folder. Parents are asked to read all the material being sent home, return what needs to be sent back, and sign the folder. Your signature guarantees that the material was received and read.

Each family should feel welcome to address any concerns or comments they have about their child's academic achievements to the classroom teacher whenever necessary. Parents are also welcome to address concerns through the grievance procedure located below.

Grievance Procedure

Archdiocesan Policy 1312 (a)

Any parent who has a concern in the school needs to follow these guidelines.

Step 1: Consult the teacher or staff member who is directly involved with the situation.

Step 2: If, after the initial consultation with the staff member or teacher, the parent is not satisfied, they may put their concern in writing and submit it to the school principal within 10 school days.

The letter must contain the following:

- The date/time/place of the informal meeting with the staff member.
- The name and position of the employee with whom the issue took place.
- Factual information and background regarding the issue.
- Specific recommendations for resolution of the issue.

The principal will meet with the parent within 10 working days of receiving the written notice.

Step 3: After meeting with the principal, if the parent is not satisfied, they may contact the pastor within 5 working days of meeting with the principal. **The pastor may direct a selected committee to proceed with a review of all details and submit a recommendation to him, or he may decide on his own.**

Timely Responses

Daily communication between teachers and parents is facilitated through students' daily folders and online communications between teachers and parents. Students are expected to bring folders or assignment notebooks home

daily, depending on teacher directions. Any item requiring a response from the family must be returned on or before the return date indicated on the communication. If any fees are required for the response, these should be submitted at the same time.

CURRICULUM

Curriculum is based on the educational standards of the Archdiocese of Milwaukee which are aligned with the standards established by the Wisconsin Department of Public Instruction. Our goal is to work with families in a partnership to increase each student's spiritual, intellectual, social, emotional and physical growth. Our curriculum is differentiated to meet the varying needs of students. Learning experiences are sequentially planned.

The center of our program is religion, and emphasis is placed on Christian living and the life of Jesus. Teachers will promote daily prayer in their respective classrooms in a way that is both reverent and imaginative for their particular grade level. The children will participate in school liturgies for the entire student body.

ChromeBooks, desktop computers and printers are incorporated into the curriculum. Each student will be given the opportunity to gain computer literacy appropriate to their grade level.

ACADEMIC STANDARDS and TESTING

The school has adopted the academic standards and curriculum of the Archdiocese of Milwaukee. Grade level expectations that outline what students must know and be able to do in each subject area are available on the Archdiocese of Milwaukee website at the following link: <https://www.archmil.org/Education/Curriculum.htm>

Students in grades 3, 5, 7 participate in the Archdiocesan sponsored Iowa test that takes place in spring. The Measures of Academic Progress standardized test (MAP) is administered to students in K5-8 in September, May, and possibly January. Students enrolled through the Wisconsin Parental Choice Program may be required to take the state and federal assessments in grades 3 – 8 depending on enrollment numbers.

DISCIPLINE SYSTEM AT ST. BRUNO PARISH SCHOOL

The goal of any discipline plan in school is to provide all children with a safe, nurturing and consistent environment and to provide students with the opportunity to learn self-discipline and self-control. Behavior expectations are set in place, explained to the children and enforced by school staff and by parents. Each classroom has a set of rules and a discipline system to be observed while in that room. These expectations will be explained to students during the first week of school and sent home to families. These expectations will include rewards and consequences.

Rules for the common areas of the building such as the church, bathrooms and hallways are listed below.

Respect and Responsibility

1. Students will follow the directions of an adult supervisor the first time the directions are given.
2. Students will keep hands and feet to themselves.
3. Students will keep objects to themselves.
4. Students will keep words that hurt to themselves.
5. Students will walk in the school building.
6. Students will respect the learning environment when in the hallways and restrooms.
7. Students will demonstrate respect to staff and adult supervisors.
8. Students will demonstrate respect to other students.
9. Students will respect the school property.
10. Students will practice good hygiene when using the restroom.
11. Students will demonstrate reverence in the church environment.

Rules for the Lunchroom

1. Students will use a quiet voice to talk.
2. Students will follow the directions of the lunch supervisor the first time they are given

3. Students will ask for permission to use the restroom.
4. Students will pick up all wrappers and food scraps.
5. Teachers will provide passes to students who need to return to the classroom to work during recess time.
6. Students will put lunch bags and lunchboxes in class baskets.
7. Students will bring healthy foods and drinks.
8. Students will walk in the gym.
9. Students will line up quietly before being dismissed for recess.

Rules for Playground

1. Students will keep hands, feet, objects that hurt, and words that hurt to themselves. Hitting on the playground will result in a student being sent inside to the office.
2. Students will follow the directions of the playground supervisor the first time they are given.
3. Students will use equipment properly and return classroom equipment to its proper place.
4. Students will demonstrate good sportsmanship
5. Students will keep the playground free of litter. Broken glass and sharp objects must be reported to the playground supervisor. Students should not pick up sharp objects.
6. Students will keep snow and ice on the ground.
7. Students will respect the personal property of others.
8. Students will play away from the parked cars, streets, trees and the storage building.
9. Students will stay in an area where the supervisor can see them.
10. Students will stay away from strangers who are parked or standing on or near the playground.
11. Students will report all accidents immediately to the supervisor on duty.
12. Students will line up quickly and quietly when the bell rings
13. Students will stay outside unless the supervisor gives permission to enter the building.
14. Skateboards and roller blades are not allowed.
15. Outside equipment will be shared.
16. Only flag or two-hand touch football is allowed (no tackling).
17. Boots and snow pants are to be worn in the snow. Students without them will be permitted on the blacktop only.

Rules for Playground Equipment

1. Slide
 - Only one person may go down the slide at a time.
 - When sliding, go feet first.
 - Be sure the person in front of you is off the slide, before you slide.
 - Use the slide ladder to climb up the slide. Covid Year 2020-2021: Students may not stay up on the platform
2. Tire swing
 - Three people at a time on each swing. Covid Year 2020-2021: ONE student rides, ONE pushes
 - Swing away from the posts
 - Spinning is permitted
3. Monkey bars
 - Only the “rainbow” monkey bars may be used, due to height restrictions.
 - Hang by hands only
 - One person at a time crossing the monkey bars
 - Stay out from under the monkey bars when students are crossing
4. Leave the wood chips and sticks on the ground.
5. Move carefully around the equipment.
6. Walk on all equipment.
7. Use the equipment when it is dry.
8. Equipment must be shared

Minor Behavior Offenses		Major Behavior Offenses	
Defiance	Student engages in brief or low-intensity* failure to follow directions or talks back.	Defiance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers low-intensity*, socially rude or dismissive messages to adults or students.	Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity but inappropriate disruption.	Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay, roughhousing and/or sustained out-of-seat behavior.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	Abusive Language	Student delivers directed verbal messages that include swearing, name calling, or use of words in an inappropriate way.
		Bullying	The <u>repeated</u> delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Physical Contact/Aggression	Student engages in non-serious but inappropriate physical contact	Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
		Fighting	Student is involved in mutual participation in an incident involving physical violence.
Lying/Cheating	Student engages in a lie or cheats and shows remorse (admits fault).	Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Property Misuse	Student engages in low-intensity misuse of property.	Property Damage/Vandalism/Stealing	Student participates in an activity that results in destruction, disfigurement of another's property.
*Definition of Low Intensity: Infractions that do not cause an extended disturbance to learning environment.			

Orange Card System Elementary Level (Grades 1-4)

1. Orange cards are issued for MINOR infractions by Grade 1-4 students, but of a nature to notify parents. Teacher/supervisor issues a card (and delivers it to the homeroom teacher if occurrence is outside the classroom). This card is passed on to the student at the end of the day. Student is to take home card for parent signature and return it the following day to the homeroom teacher. The teacher will send an email or call notifying parents that an orange card is coming home. The card and the student will explain the infraction to the parent.
2. Orange cards may be issued for behavior on the bus at the discretion of the principal.
3. Any major offense follows the **5 Step Behavior Plan for Serious Offenses** plan. Students who receive a 4th orange card will transfer to the ***Major Offense*** plan, Step one.
4. Students earning fewer than 2 orange cards in a quarter will qualify to participate in a quarterly recognition activity.

1 Orange Card	2 Orange Cards	3 Orange Cards
Student meets with teacher/supervisor, completes a Think Sheet about the incident.	Student meets with principal, completes a reflective task related to the offense.	Student serves a supervised lunch detention.

Grades 5-8 use the Middle School X-Chart system.

Parents: *An X is received in class after other forms of redirection have been ineffective.* Except in the case that a student comes unprepared to class. Then, he/she receives an automatic X and a message home from that teacher. **Please, review your student's choice with him/her tonight and send this form, with your signature, back to school with them tomorrow.**

Thank you,
The Middle School Teachers

Consequences:

1X or 2Xs = Get X-Chart sign and have parent discussion

3Xs in a day= Loss of recess privileges the following day

5Xs = detention to be served 3:30 - 4:30 on Thursday the following week

Xs will reset on the first of each month

X-Chart Form

Name: _____

	Date: _____	Comments:						
Behavior Code	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> </tr> </table>							
Teacher Initial	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> </tr> </table>							

HR Teacher Signature: _____

Parent Signature: _____

Student Signature: _____

Behavior Codes	
Not Prepared	NP
Disrespectful	D
Talking	T
Behavior	B
Misuse of Technology	C

Five-Step Behavior plan for MAJOR Offenses for Grades K5-8*, established January, 2020

1. First Major Offense, Step 1: REPORT (phone call) to parent, Detention:

a. 60' for grades 6-8

b. 30' for grades 2- 5

c. 15' for grade K5-grade 1 primarily for the purpose of parent conversation. Parent will be required to attend K5-grade 1 scheduled detention meeting.

d. Grade 2-8 detention will be on Thursdays. Parents will be notified by Friday of the week before the detention.

2. Second Major Offense, Step 2: REPORT (phone call) to parent, one day in-school

suspension, parent conversation at detention pickup. Student will complete a Think Sheet and work on the day's school work. (Directions will come either from teacher-prepared information OR student may be allowed to sit in class during time directions are given, then go to the detention area.) This consequence will be served on the Thursday of the week after the offense, for parent planning needs.

3. Third Major Offense, Step 3: REPORT (phone call) to parent, two day in-school suspension, parent meeting with principal and staff member who witnessed infraction, in school. Student will complete a Think Sheet and work on the day's school work. (Directions will come either

from teacher-prepared information OR student may be allowed to sit in class during time directions are given, then go to the detention area.) This consequence will be served on the Thursday and Friday of the week after the offense, for parent planning needs. Behavior contract will be instituted.

4.Fourth Major Offense, Step 4: REPORT (phone call) to parent, Three Day Out-of-School suspension, re-entry meeting w parent. School work will be sent home and completed before return. Behavior contract will be reviewed and modified, as necessary.

5.Fifth Major Offense, Step 5: Expulsion

**Serious offenses are identified on additional document. This will be provided to parents.*

The 'Serious' Behavior steps will be re-evaluated and subject to adjustment at the end of 2019-20.

Along with this, staff will use 'professional judgment' per individual student special needs (while at the same time addressing student responsibility with parents).

Homework Policy for Long or Short Term Suspension

- All assignments due during the suspension must be completed.
- Students must take all books home with them upon suspension.
- It is the student's responsibility to get assignments through arrangement with the teacher.
- Days to turn in work = number of school days out plus one extra day.

Expulsion

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. (Archdiocesan Policy 5144: Discipline)

PLEASE NOTE: Any student accused of a serious offense committed inside the school or in the local community may be put on a home-study program until the case is resolved.

Harassment/Bullying Policy

5144(b)

St. Bruno Parish School firmly believes that all students, staff, and faculty must have a work environment that is free from intimidation, bullying, and harassment because of gender, race, religion, handicap, national origin, new-student status, or physical attributes. The school prohibits all harassment and bullying, whatever the reason.

Students should report any type of harassment to his/her teacher or any other staff member. All complaints brought to the principal's attention will be promptly and fairly investigated. Appropriate disciplinary action will be taken if harassment is found to have occurred. No one will be retaliated against for reporting questionable conduct.

Conduct is viewed as harassment when it affects or interferes with a person's right to dignity, respect, positive school performance, or when it creates an intimidating, unwelcome or hostile environment at school or during school/parish events.

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Examples of harassment include but are not limited to:

- Suggestive, explicit, or rude inappropriate remarks, gestures, jokes or comments about another person or his/her appearance.
- Derogatory descriptions of or comments to a person such as unwelcome touching, pinching, brushing, etc.
- Displaying illicit illustrations in any form at school/parish events.
- Describing or inquiring about personal, private details, or experiences of another student's life.
- Hazing, pranks, or other disrespectful behavior directed at a student.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and records retained.

Parents will be notified if/when incidents of bullying occur. Repeat incidents of bully type behavior will result in a team meeting of parent/s, school staff members, and administration to design a plan of action to curb inappropriate behaviors.

DRESS CODE

See addendum at end of handbook, visit stbrunoparishschool.com or contact the office at 262-965-2291 for complete Dress Code and Casual Day policies.

Please note: St. Bruno Parish School has a PE uniform policy effective for the 2021-2022 school year. In accordance with that policy, students in grades 5-8 will need a PE shirt that they will use for the entire year. T-shirts need to be purchased through the school office.

EMERGENCY MANAGEMENT PLAN

Building Evacuation

In case of fire, the building will be evacuated according to the evacuation plan posted in each classroom. Students will be taken to a safe location and parents will be contacted to pick up their child from that location. Fire drills are practiced once each month. In the wintertime, drills are held on a day when the temperature goes close to thirty-two degrees, or jackets are used. Other circumstances that will require a building evacuation include but are not limited to bomb threats, gas leaks or intruders. In these circumstances the fire bells will not be used as an evacuation method. Any adult visiting the building at the time of the evacuation will be required to evacuate the building as well. Our reunification location is the Dousman Community Center on Main Street and we would walk there. Parents will be notified via Flocknote text

message followed by a more detailed email. Parents or family representatives picking up children from the reunification point should be ready to provide identification if needed.

Building Security

The school building is kept locked during the school day to prevent unwanted entry, and parents/volunteers are required to sign in when entering the building. Please do not pick your child up in the hallway after school; they will be walked out to the back parking lot by the classroom teacher. A student sign out is required if he or she is leaving school before the last bell.

Hold and Secure

In the event of a severe thunderstorm watch, teachers will be notified of the situation but there will be no change in the school procedure or routine. In the event of a severe thunderstorm warning or a tornado watch, teachers will be informed that the school is in a hold situation. A hold situation keeps all students together and with an adult supervisor at all times. Students will not be allowed to individually go to the bathroom or any other area of the building alone. All recesses and outdoor activities will be canceled but classroom activities will continue as scheduled. In the event of a tornado warning, all students and adults will be moved to the tornado shelter areas of the building as posted in classrooms. Any adult visiting the building at the time of the secure will be required to move to the central hall in the building as well. Parents will be notified via Flocknote text message followed by a more detailed email.

Weather Related Closings

We will concur with the Kettle Moraine Public School District in the matter of emergency school closing on snow days. When Kettle Moraine Public Schools close, St. Bruno Parish School will close. Please tune your radio to WTMJ-620AM or your television to WTMJ-4, WISN-12 and CBS-58. You can also check the WTMJ-4, WISN-12 and CBS-58 websites for the most up to date information on school closings. A Flocknote email will also be sent to school families. We ask that you do not call the parish office or the school office about possible school closing. The radio/tv announcement is the official announcement.

Emergency Early Dismissal

If a snow emergency arises during the day, WTMJ-620 radio, TMJ-4 television, and WISN-12 television will be contacted to make the announcement and a Flocknote email will be sent to school families. We ask that you set up your own weather emergency plans in the event that there may be, at some time, a need to dismiss the children during the school day because of severe weather conditions, heating problems, etc. If parents/guardians are not home, children should have the assurance of a place to go in the event of a midday school closing. We will use the provided emergency contact information if necessary. We ask that you do not call the school or the rectory to confirm an early closing. The television or radio announcement is considered the official announcement.

Late Openings

If weather conditions support schools opening late, parents need to plan for the school start time at the number of hours broadcast in the late opening. A one hour delay means students should not arrive until 9:30 and a two hour delay means students should not arrive until 10:30. Teachers and support staff will not be available to supervise students until the delayed start times. Parents should be aware that delays can become closings within the time period and should continue to monitor weather conditions on local radio and television stations.

Poor Conditions

If a parent feels that weather conditions are too dangerous for a child to come to school or remain in school, parents may keep a child home or pick up a child from school and it will be an excused absence. When weather is inclement, rainy or with a wind-chill factor of zero or below, all students will remain indoors. However, we ask that the children be dressed properly for outside conditions during each season.

Emergency Forms

The emergency form is one of the most important records requested by the school. Current information is vital to the proper care of your child in case of illness or injury. We ask that you update this card whenever any information changes during the school year. The emergency form is different from the athletic forms or other requested records. A new emergency form is to be filled out at the start of each school year and updated when information changes. The emergency reference should be someone in your area who is available with transportation during the school day.

FIELD TRIPS

Field trips will be educational in nature and will be directly related to a curriculum area. Transportation of pupils for field trips will be by a licensed public carrier or private car. The trips will be arranged by the teacher with the consent of the principal. Parents may be asked to pay the cost of a field trip. In the event that a family is unable to pay, arrangements can be made with the principal. If a child, for any reason, is unable to be part of the field trip, that student will be sent to another room to study and do class work. This is a required day of attendance for students who do not participate. Permission is always obtained in writing from the parents/guardians for these activities. Generally, volunteer chaperones are recruited from the parents/guardians of the specific group. If a sufficient number of chaperones cannot be found, the trip cannot be taken. Chaperones may need to provide their own transportation. Parents should notify the school as early as possible upon notification of the field trip if they wish to be chaperones. If a private car is used for transportation to and from a school sponsored field trip, the drivers will be required to complete an online course and provide the school with proof of insurance with minimum liability coverage of \$100,000/\$300,000. All drivers must be over 21 years of age and hold a valid Wisconsin driver's license. Chaperones must meet the Safeguard training requirement per the Archdiocese of Milwaukee.

Car Seats

If a van or other vehicle accommodating nine passengers plus the driver is used for transportation of pupils, seat belts or child booster seats must be used by all passengers as appropriate and required by law. Archdiocesan Policy 3541

FOOD ALLERGIES

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form 5140.2d).

The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction. The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

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

Archdiocesan Policy 5140(d)

FUNDRAISING

All school families are asked to support the special fundraising events to the best of their ability. These events help defray the various costs of schooling, help purchase extra materials for the students, and to replace worn out or dated materials. Fundraisers involving the sale of food are not allowed before or during lunch. All fundraising projects, whether requiring money or materials, require submission of the EVENT PLANNING FORM available through the school office. The planning form is required for all events and should be submitted AT LEAST eight weeks before the anticipated date of the event.

GRADUATION

Pupils graduating from the elementary schools of the Archdiocese of Milwaukee receive the official diploma issued by the Office of Schools. Public ceremonies for graduation are to be kept simple. The principal is responsible for coordinating the graduation with the cooperation of the homeroom teacher. Parental suggestions are welcome. Simplicity and modesty should be the guiding factors in matters of dress for graduation.

HEALTH

Screenings ~ The Waukesha County Department of Health extends its services to St. Bruno Parish School. The school will be in compliance with all screening programs and children are expected to participate in all screenings unless parents provide written confirmation that the screening was done elsewhere. Kindergarten students are requested to have a vision screening by December 31 of their K5 year. Please provide the school office with documentation.

Health Records ~ Health records are maintained in the school office. All health records are confidential.

Illness During School ~ If a child becomes ill at school, parents are contacted immediately through the school office. Any child who vomits in school or has a fever of 100 degrees or more must go home even if the child claims to be feeling well. Emergency services are called when necessary. If an individual is unable to stand and is disoriented, has a fever of 103.5 degrees, or passes out, emergency medical technicians will be called. Members of the staff receive training in cardio-pulmonary resuscitation and first aid.

Injury During School ~ When a child is injured at school, the office will do what it can to provide basic treatment or parents will be called for more extensive treatments or to check out an injury that may be more serious. Basic first aid will be provided for minor cuts and scrapes. Ice will be provided for bumps, bruises and bee stings. It will be left to the discretion of the school office about contacting parents for minor injuries. School staff will not be responsible for the removal of foreign objects such as slivers that are embedded in the skin. The wound will be covered and parents will be contacted. School staff will not be responsible for removing loose teeth but will provide treatment with water and ice for a child who has lost a tooth in school. Parents will be contacted for a facial injury even if the injury is minor. St. Bruno Parish School reserves the right to contact emergency medical assistance for any child that is judged to be in a life-threatening situation.

Suicide Prevention and Awareness ~ When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself or is considering suicide or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

Bloodborne Pathogens ~ Events in school that involve the exchange of body fluids or the possible exchange of body fluids carry special circumstances. These events would include but not be limited to biting; injury that causes an exchange of blood, spitting that gets into the eyes or mouth of another individual and other such events accidental or intentional. Families of all individuals involved in an exchange of body fluids will be made aware of their rights under the Bloodborne Pathogens Policy.

Limited Participation ~ If a child is not well enough to participate in outdoor activities, physical education or recess, a parental note will be honored for ONE DAY. A note from the child's physician is required if more than one day of inactivity is necessary. The number of days recommended for this lower level of involvement must be stated by the doctor. If a child is healthy enough to come to school, then he or she is considered healthy enough to participate in all school activities.

Immunizations ~ Wisconsin state law requires that ALL STUDENTS attending public, private and parochial schools must meet the minimum immunization requirements for the current school year. If you are in doubt about which immunizations are required for your child, please call the school office. Parents who opt out of immunizations on the basis of religious or personal convictions must have a waiver on file in the school office. In the event of a communicable disease for which a student is not immunized, non-vaccinated students may be ordered by the Waukesha County Health Department to be excluded from school activities for a period of time.

Communicable Diseases ~ Whenever a child is sent home with a suspected communicable disease, the local health department is notified by the principal. A release card from the health department or a communication from the family physician is necessary for re-admittance to school. School families will be notified via letter from the principal when a student has been diagnosed with a serious communicable disease by his/her physician. Parents are asked to notify the school if their child is diagnosed with a communicable disease where other students may have been exposed.

Parasitic Infestations ~ If a child becomes infested with head lice or head lice are found on a child, parents will be called to pick up the child immediately. Other families will be notified that there is a case of head lice in the building and how to check and treat children. Families who have questions about head lice can check with the building principal. There are also many websites with head lice information. Any child who has been treated for head lice must be checked by the building principal before being allowed to return to class. Any child still infested with nits will not be permitted in class. Parents are strongly encouraged to check children for head lice on a regular basis.

If a tick is found on a child, parents will be contacted. Teachers and support staff will not routinely remove a tick because of the risk of infection at the removal site and the child's right to privacy. The student will be allowed to return to class once the tick is removed and the child is checked by the parent for other ticks. Parents should be aware of the dangers of Lyme Disease with deer ticks. Parents are strongly urged to check children for ticks after being in tick environments. Other forms of parasitic infestations such as ringworm will be handled on a case-by-case basis as advised by county health services. To the best of our ability we will try to keep all information on parasitic infestations confidential.

Medication Policy ~ In accordance with Archdiocesan policy, medication will be administered by school personnel with the Medication Consent Form or the Physician's Order for Medication Administration completed and on file in the school office.. All medication will be kept in the school office for administering.

1. Students are discouraged from bringing medication to school unless absolutely necessary.
2. Students are not permitted to keep prescription or over-the-counter medication in their desks, backpack, or on their person. The container for medication must be plainly labeled with the STUDENT'S NAME, NAME OF DRUG AND DOSAGE, AND TIME TO BE GIVEN.
3. Written parental request must be received with written doctor's orders stating: Name of medication, dosage, time to be taken and, if for emergency situations, directions for its administration. Forms are available in the school office.
4. Do not send full prescriptions - only the dosage to be taken during the school day.
5. An inhaler may be carried by the student only if a consent form signed by a parent is on file in the school office.
6. School personnel may dispense aspirin or other non-prescribed medicine to students with authorization from the student's physician and/or parents.
7. The office is responsible for distributing oral or topical medications only. Any other form of medication must be administered by a parent.

Hygiene ~ Children are expected to practice proper hygiene by maintaining a neat appearance. Hands will be washed after using the restroom and before lunch

HOMEWORK: Whenever homework is given, it will supplement, complement, or reinforce classroom teaching. The purpose of homework is to improve the learning process, to aid in mastery of skills, and to create and stimulate interest on the part of the student. Homework time may vary depending on where teachers are in the curriculum. Students should use evening time when there is no assignment to continue their routine of home study and practice time. Teachers may require a student log of this practice. Tracking this information will help find patterns and guide students in the accomplishment of their academic goals.

The suggested **NIGHTLY** time for homework is listed below:

Pre-K – K: **0-15 minutes**
Primary: **15-30 minutes**
Upper Elementary: **30-60 minutes**
Middle School: **60-90 minutes**

- 1) **Homework Policy for absent students (1 day)** - Homework will be collected by the teachers and placed in the school office by 3:00 P.M. on the day the student was absent. Parents may collect the work after 3:00 P.M. If parents choose not to collect the student's absent work it will be made up when the student returns. The work will be due within the number of days missed plus one.
- 2) **Homework Policy for absent students due to vacation** – Parents are expected to send advance notification of absence due to vacation in a timely fashion (at least 1 week). If possible, vacation absences should be kept to a minimum. It will not be possible for all the schoolwork to be prepared ahead of time and some work may be difficult to complete outside the classroom. Work will be provided at the discretion of each individual teacher based on instructional needs at the time. A reasonable amount of time will be allowed by arrangement with the classroom teacher for missed work to be completed.

LIBRARY

All students will have regular opportunities to visit the library. Preschoolers will have story times, and students in K5-8 may check out books. Books are loaned for one week and may be renewed for an additional week. In signing the book card, the first name, initial of the last name, and grade of student is recorded. If a book is damaged, report it to the librarian. If a book needs mending, tell the librarian. Never use scotch tape to mend torn pages. Overdue books are to be brought to the library.

The limit for checkout is 2 books. Reference books may not be taken out of the library. Payment will be made for the replacement cost for lost or damaged books. Final report cards will be held for missing, lost or damaged books until the replacement cost is paid.

Reasonable silence is to be observed at all times in the library.

LUNCH/SNACKS

Hot Lunch

St. Bruno Parish School is part of the National School Lunch Program and hot lunch is provided through Kettle Moraine Food Service. All payment is handled through KM at www.kmsd.edu/infinitecampus (DO NOT SEND TO SCHOOL). Students will make their lunch choice daily at school.

For questions about your hot lunch account please contact the *Kettle Moraine District Office* at **262-968-6300**

Cold Lunch

Children may bring their own lunches. Cold lunch from home should also promote nutrition so soda and sugary sports drinks are not permitted in the lunchroom. Milk, water, and natural fruit juices are acceptable.

Milk

Milk is included with hot lunch. If your student would like milk with cold lunch they can order on that day. Milk for cold lunch is \$.25 per day. Milk money should be deposited in the account ahead of time. Milk payments are made directly to St. Bruno Parish School. Monthly statements will be sent as necessary.

Snacks

Research has shown that a child's diet has a strong impact on their behavior as well as their capacity to learn. All students will have a designated snack time during the school day during which to eat a snack. We ask that parents send a nutritious snack that can be eaten as finger food without being too messy. Suggestions include: fruits, veggies, popcorn, yogurt, string cheese, or nuts and seeds. Students choosing dessert items will be asked to save those for their lunch. No gum is allowed at school.

MONEY AND PAYMENTS

When sending money or checks to school with the children, please enclose it in a sealed envelope marked with the following information:

1. Child's Name
2. Grade
3. Purpose (milk, field trip etc.)
4. Amount Enclosed. No cash is kept in the school office. Whenever sending cash, please enclose the exact amount needed.

PERSONAL POSSESSIONS

Parents are asked to mark articles of clothing, which could get lost or mixed up with other students' clothing. Lunch bags and lunch boxes should be labeled. Lost articles can be claimed in the office. Parents should check with the office on a regular basis for lost items. Items which are not claimed by the end of the year will be donated to charity. St. Bruno Parish School is not responsible for personal items that are lost or stolen. Students are discouraged from bringing personal items of great value, i.e. cash, jewelry or watches.

PERSONNEL STANDARDS

Teachers and administrators of St. Bruno Parish School are held to a high degree of professionalism. Teachers are held to a strict code of ethical conduct both at school and in the community. Thorough background checks are required on all new employees and re-checked every five years. All teachers are certified by the State of Wisconsin in the subject area they are teaching or may be in the process of updating their certification.

All teachers are required to have Religious Certification with the Archdiocese of Milwaukee. They must maintain that certification with annual workshops through the Archdiocesan Sustaining the Mission program. Teachers of Religion are required to achieve Advanced Certification in Religious Instruction through the Archdiocese of Milwaukee. All teachers are required to take the Safeguarding All of God's Family training course.

Personal information about staff members will not be given out to the general public without the written permission of that staff member.

PHYSICAL EDUCATION

All students are required to participate in the physical education program. Students will not be excused from physical education classes for more than one day unless they present a doctor's excuse. (See Health) Athletic shoes are required for all physical education classes. A second pair is not necessary for grades 6-8, but grades K-5 should keep an extra pair at school. For grades 6-8, clothes appropriate for gym class include the following: shorts, T-shirts, sweat socks. Comfortable clothing for lower grades is suitable. When the weather is favorable, the students may have gym class outdoors. A sweatshirt will be needed if it is cool. Please provide your children with some kind of carrying case for gym clothes. Gym clothes are to be taken home weekly for washing.

PLAGIARISM

Any student who is caught plagiarizing will receive an automatic F for their project. They will then need to redo the assignment.

POSTED INFORMATION

Notices posted in or around the school must be brought to the school office and approved by the principal and in some cases by the pastor.

PRIVACY

Student desks are the property of St. Bruno Parish. There is no expectation of privacy for desks or any items stored in the desks. There is no expectation of privacy with notebooks, textbooks, journals or diaries when they are on parish grounds. The principal and school staff reserves the right to check and read any written material that is on school grounds. There is no expectation of privacy with computer hardware and software. School personnel reserve the right to check and read any data input located within the school. Students are not permitted to send or receive email correspondence from the school nor receive email correspondence to the school unless such correspondence is associated with a particular subject and is supervised by the classroom teacher. School personnel reserve the right to check all the websites that a student has entered while on a school computer. Teachers and school personnel are not permitted to conduct searches of a child's person. If there is a question about an item that a child might be carrying, the child will be brought to the office and parents will be called.

The principal/designee shall have the right to access any contents including text messages, photos, or address books on cell phones confiscated from students.

Archdiocesan Policy 5145

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.

Archdiocesan Policy 5145

PREGNANT STUDENTS

The school has an obligation to assist a pregnant student and her parents/guardians in the continuation of her education by supporting regular attendance in classes and involvement in related activities.

If a pregnant student wishes to withdraw from regular attendance, the school has an obligation to offer a tutorial program or other education alternatives.

PROHIBITED ARTICLES

Any articles which are or may be hazardous to the safety of oneself or others are not permitted on the school premises. Examples of such items would include but are not limited to: knives or other sharp objects, guns or projectile objects, toy guns, water pistols, bean shooters, hard balls, etc. Electronic devices such as tablets or laptops, excluding cell phones, are not allowed. If these articles are brought to school, they will be kept in the office and returned to the parent or guardian at his/her request, and parents need to be aware of these prohibited articles if they are part of a costume.

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes. It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Archdiocesan Policy 6114.6

REGISTRATION AND CLASS SIZE

Registration of new pupils for the next school year will begin once a balanced budget has been achieved and will be announced in the parish bulletin. Families with students in the school will be given seven days advance notice of enrollment. Enrollment will be opened to new families after seven days.

To assure quality learning in the classroom, each school shall have a policy on the local level concerning the size of classes. As schools develop teacher ratio and class size policies, they may consider the following variables that affect class size:

- Grade level
- Achievement ability of students
- Physical facilities
- Availability of support personnel
- Consultation with teachers, parents, board members/education committee and the administrator

Archdiocesan Policy 6151

The standard class size at St. Bruno Parish School is not to exceed 20 students per classroom. Admission beyond the established limit of 20 may be allowed due to extenuating circumstances, and it is to be determined by the administration as each case arises. If these students are unable to be enrolled in the year they apply, their names will be maintained on a waiting list up to the following registration, at which time re-application must be made.

RELIGIOUS EDUCATION

St. Bruno Parish School is first and foremost a ministry for Religious Education. Religion is taught as a subject daily. All secular subjects are taught with a focus on spiritual as well as academic development. Students attend weekly liturgy each Wednesday. The entire school will participate in morning prayer and closing prayer. Classroom prayer will include but not be limited to meal prayers and the study of Scripture. Articles that remind our staff and students of their Catholic identity will be located in every room.

SAFEGUARDING ALL OF GOD'S FAMILY

All school employees and volunteers must attend the Archdiocesan training on Safeguarding All of God's Family before they work with children at a school or parish sponsored event. The Archdiocesan website has a variety of monthly locations where the training is offered. Parent volunteers are strongly encouraged to attend this prior to the start of school.

SPIRITUAL REVERENCE

Liturgy

Spiritual reverence is expected at all times when in church. When entering church, make the Sign of the Cross using Holy Water and genuflect before entering the pew, and likewise when leaving the church. Children will use proper posture when kneeling, standing or sitting in church. A respectful silence should be maintained before, during and after the liturgy. Students are expected to participate in the liturgy by paying attention, responding to prayers, and singing the hymns. Proper dress for church is required. Note dress code.

DAILY PRAYER

The entire school will participate daily in morning prayer and closing prayer.

ADDITIONAL PRAYER TIME

Teachers will make use of Scripture and prayer during the school day.

STUDENT DIRECTORY

All school families will receive a school directory which contains the names, addresses and phone numbers of all school families. The directory will be distributed within the first four-six weeks of the new school year. Any family who does not want their address or phone number in the directory must complete the CONFIDENTIAL FAMILY / STUDENT INFORMATION form (Form 5124.2) within the first week of school.

STUDENT PHONE CALLS

Students needing to call home will come to the school office. The office staff will determine the need for using the phone and contact the parent. Children will not be allowed to use the school telephone to make social arrangements.

Parents/guardians are asked to help ease this problem with a brief check in the morning to assure the day's needs are met in order to lessen the number of calls made for forgotten items.

CELL PHONES

Cell phones are not allowed to be used by students during the school day. If a student has a cell phone with them in the school building, it must be put away in backpacks

****. St. Bruno Parish School is not responsible for lost or stolen cell phones.

STUDENT RECORDS

Academic, behavioral, and health records are kept for every student in the school. All student records can be accessed by a parent or a former student over the age of eighteen. Parents and former students over the age of eighteen can make a visual inspection of or ask for photocopies of the child's records by contacting the school principal. No items can be removed from the school records by a parent, child or school. Parents and children over eighteen are permitted to add written statements to the permanent records and to have these statements attached to specific documents. Records may not leave the school office and the building principal will be present when records are examined to offer explanations of the contents as needed. No adult is permitted to look at records of any child other than those they have legal custody for. Parents are not permitted to remove school records when a child transfers to another school. Only school to school records transfers are permitted. St. Bruno Parish School will be in compliance with Archdiocesan policies 5115, 5125 and 5125.3 concerning student records.

STUDENT RECORDS: CONFIDENTIALITY

Policy 5125

The school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it. After the student has graduated, transferred or terminated his/her education, the permanent record should be maintained for 65 years. Thereafter the permanent records may be offered to the parish for the archives.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request, be provided with a copy of the records. Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility. An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

STUDENT SOCIAL ACTIVITIES

Parents are responsible for the social activities of their elementary school children. Often mixed parties, dances, and similar functions are held at the school, but are not sponsored by the school. Birthday party invitations may be passed out at school only if all students from the birthday student's class are invited.

SUPPLIES

Students are responsible for having their basic school supplies with them each day. Parents are provided with a classroom supply list and are responsible for supplying the materials listed and for replacement of these materials throughout the school year. Parents will be contacted by the homeroom teacher when supply items are running low or when a child consistently is without the proper supplies. Discrete funding is available for any family unable to afford the standard school supplies.

TECHNOLOGY (including Chromebooks)

Please see the Technology Resource Acceptable Use Guide for Students and the St. Bruno Parish School Student User Agreement located at the end of the handbook.

TEXTBOOKS

St. Bruno Parish School will provide all the textbooks and workbooks needed to meet the educational standards of each grade curriculum. All student textbooks and workbooks remain the property of St. Bruno Parish School throughout the school year. Textbooks and workbooks can cost between three and seventy dollars per book for new or replacement books and are the largest portion of the school's supply budget. Students have the responsibility to take proper care of textbooks and workbooks.

NON-CONSUMABLE TEXTBOOKS

All non-consumable textbooks (books that are not written in and are used for several years) that travel between school and home can be covered with heavy paper such as a grocery bag. Put the name of the book and the name of the child on the front cover with a marker that will not bleed through the paper. Textbooks that are damaged or ruined must be replaced by the parents at replacement costs. Missing or lost books must be replaced by the parents at replacement costs. Final report cards will be held for non-payment.

CONSUMABLE TEXTBOOKS

Those textbooks used by only one child for one year and are written in by the child are considered consumable textbooks. Consumable textbooks often have paper covers that become ripped even with normal use. These books can also be covered with heavy paper. Missing or lost books must be replaced by parents at the replacement cost. Books damaged to the point that they can no longer be used will be replaced by the parents at replacement cost. It is left to the classroom teacher and the administrator to determine when a textbook is damaged to the point that it no longer functions as an effective teaching instrument.

TIME SCHEDULE

8:30 --Bell rings to admit students inside the building.

8:35--Instruction begins. Students who are not in the classroom at this time are considered tardy.

11:35-12:25--Lunch/Recess

12:30--Instruction resumes

1:50-2:05--Optional Primary Grade Recess

3:30 --Dismissal. Students still left on the school premises after 3:40 will be brought to the school office to wait for their parents or sent to the After School Care room.

HALF DAYS

1:00 Dismissal Lunch schedule is normal.

TRANSPORTATION

Bus ~ Bus transportation is provided through Dousman Transport through arrangement with the Kettle Moraine School District. If you have any questions regarding bus transportation, please call Dousman Transport Co., 965-2214.

Bus riders will enter and exit the building from the southeast door. There will be no parking at any time next to the south entrance of the school building due to bus traffic before and after school.

Respectful behavior is expected of the children for continued service. The following rules apply to anyone riding the bus:

1. Children are to walk to and from the buses.
2. Children are to be seated at all times.
3. Quiet conversation is permitted.
4. Loud, disruptive behavior is not permitted.
5. Eating is not permitted.

In the event of a case of misbehavior on the bus:

1. The bus company will contact the building principal via bus report form.
2. The principal will confer with the child.
3. The principal will communicate with the parents/guardians concerning the misbehavior.
4. Should the misbehavior recur, bus riding will be denied to the pupil.

If a pupil wishes to get off the bus at a different location than usual, a note to that effect, signed by the parent/guardian is to be presented to the school office and the driver.

If a regular bus rider is being picked up by car on a given day, a note to the school office is required. On days when Kettle Moraine is not in session, a “North/South” bus operates which will affect the pickup and dropoff times of St. Bruno students.

Car ~Students who are driven to and from school by parents shall follow the Dropoff and Pickup Procedures as referenced in that document in the appendix of the Family Handbook.

Walking ~ Students who walk to and from school will need to be mindful of buses and cars. Walkers should stay on the left side of the road and face traffic since there are no sidewalks. Walkers will cross the street only at intersections.

TUITION AND FEES

Payment

The operating budget for St. Bruno Parish School is based upon three sources of income: Tuition, Parish Subsidy, and Fundraisers. The success of our school operation depends on our ability to meet expenses. St. Bruno Parish School works very hard to remain fiscally responsible to the parents and parishioners. Consequently, we operate under a budget that requires regular and consistent tuition payments from our families. Payments can be made through the school website, school office or Parish Administrative Office. Final report cards and records transfers will be delayed if tuition is unpaid.

Tuition Assistance

Families may apply for tuition assistance by completing the tuition assistance application, available on the school website under School Information, then Forms. All information involving tuition assistance will be kept confidential.

VISITORS

Visitors are always welcome at our school. In order to provide a quality focused learning experience, we ask all visitors to register in the school office and get a visitor’s pass.

- All visitors are required to use the main school entrance.
- Students are not allowed to open locked entry doors for visitors.
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- All visitors to classrooms must schedule appointments with teachers in advance.
- Visitors, parents/guardians and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocesan Safeguarding All of God’s Family program.

VOLUNTEER HOURS

Families at St. Bruno Parish School are asked to serve 30 hours of volunteer time each year. Volunteer time can be served in a wide variety of ways. Volunteer time can be served for various school and parish entities including, but not limited to, Home and School, School Committee, Athletics, and Parish Fall/Spring Clean up. All volunteers who work with students in any capacity are required to complete the course Safeguarding All God’s Family, offered by the Archdiocese of Milwaukee.

School Administration will coordinate an effort with parish and school entities to create a master list of volunteer opportunities. This volunteer list will be posted in multiple places within the parish and school for ready access to opportunities. Volunteer time served outside of the master list options will still count toward your 30 hour goal. For instance, if a volunteer helps with the school auction, these opportunities would be from the master list. If a volunteer helps with a special project such as a class field trip or party not listed on the master list, that time would still count.

Volunteer Time Sheets (available through the school office) should be turned into the St. Bruno Parish School Office prior to the end of each quarter of the school year. Families are welcome to turn in Time Sheets more frequently, if preferred, but we ask that a minimum of one return take place per quarter.

WEISSENBORN AWARD

The Weissenborn Award is an annual citizenship award given in the spring to an 8th grade student who has demonstrated well-rounded involvement in the school and community. Students are nominated and selected by the principal and school staff.

WITHDRAWAL OR TRANSFER

There are times when a family feels it is necessary to withdraw or transfer a child from St. Bruno Parish School. It is important that the school is informed in this event.

The procedure for withdrawal or transfer is:

1. The parent/guardian informs the principal of the pending withdrawal.
2. All school-owned material, textbooks, library books, athletic uniforms, etc. are returned or the school has been reimbursed for the replacement cost of missing material.
3. Tuition must be paid in full before the release of the final report card or student records.
4. The new school will request student records.

YOUNG AWARD

A \$500.00 scholarship is awarded to an eighth grader who has demonstrated outstanding achievement in middle school science. Students are nominated and selected by the middle school teachers.

SCHOOL GOALS

Staff at St. Bruno sets and reviews school-wide goals each year. Some goals span 3-4 years, while others only a few months. St. Bruno's current long-range goals are:

Catholic Identity: In order for all students to understand that they are called to be the hands and feet of Christ, all students at St. Bruno will complete at least two outreach projects during the 2019-20 and ensuing school years. In addition to the projects, students will learn how others benefit from their work. Experiences will be documented and shared with the St. Bruno Parish and School community. The projects will be related to the Corporal Works of Mercy.

Student Achievement: By the end of the 2019-20 school year, there will be a 3% increase over 2018-19 in K5 - 8th grade students who meet or exceed grade level expectations as measured by formal and informal assessments of reading/language arts and math.

Discipline: By the end of 2020-21, 40% fewer behavior referrals will come to the school office for 3K-8th grade students, as measured by comparing the numbers of staff referrals and student complaints in the month of September to the months of February and May.

DROP OFF AND PICK UP PROCEDURES IN THE PARKING LOT THIS IS FOR THE SAFETY OF ALL CHILDREN!

Morning Drop Off should be quick, simple, and SAFE.

If your child is not self-sufficient, and cannot unbuckle themselves and open their door, then please use the Drop Off Parking Rules.

MORNING DROP OFF (for students who are self-sufficient)

1. Morning drop-off supervision begins at 8:20 AM.
2. Enter the parking lot from St. Bruno Ave.
3. Proceed up to the orange cones. (If your child is not self-sufficient-see Parking Rules below)
4. Allow children to exit the vehicle from the passenger side. Avoid having them exit from the driver's side whenever possible.
5. After children have passed the orange set of cones, drive forward. DO NOT PASS other vehicles.
6. Proceed past the parking area.
7. Turn right at the last drive (after all sections of parking spaces).
8. Exit the parking lot onto Ottawa Ave.
9. We should all wait our turn, and not pass other vehicles, but on occasion non-school drivers will pass your vehicle.
10. Late arrivals should follow the routine procedures and not use the circle drive.

DROP OFF PARKING RULES

(for children who are not self-sufficient or for families who have a lot to get out of that vehicle on a certain day)

- Follow Morning Drop Off steps 1-3
- When you have reached the front of the SINGLE CAR line, pull into the parking lot area.
- Assist your child in getting out of the vehicle and gathering their belongings.
- Walk them up to the drop off area and ensure they are inside the orange cones.
- Exit the parking lot by going towards the circle drive and then following traffic alongside the church to exit onto Ottawa Ave.

USE OF CIRCLE DRIVE (ON BAD WEATHER DAYS)

- Only use the circle drive for drop off on rainy days. Children are allowed inside and can wait in the hallway by the Parish Office. (See Map for flow of traffic when using circle drive)
- DO NOT PARK in the circle drive when dropping off OR when picking your children up after school.

AFTERNOON PICK UP

- Park in the parking lot
- Walk up to the area marked by the cones, and wait for your child there. Teachers will not release students until they see the parent.
- If it is raining out, feel free to come inside and wait in the hallway by the Parish Office.
- Doors to the school building will remain locked until the bell rings.

Dousman Police will be on patrol to ensure student safety.

Technology Resource Acceptable Use Guide for Students

St. Bruno Parish School provides all enrolled students the use of a Chromebook. Students are able to access information on both our local network and the Internet. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

St. Bruno Parish School will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. St. Bruno Parish School reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectation of privacy regarding their use of St. Bruno Parish School property, network, and/or Internet access or files, including email.

Violations of the St. Bruno Parish School Acceptable Use Policy may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

Receiving and Returning Chromebooks

1.1 Receiving a Chromebook

1. Each student will receive a Chromebook and AC charger.
2. Parents/guardians and students must sign and return the Chromebook User Agreement and the Student Take-Home User Agreement before a Chromebook is issued to the student.
3. Chromebooks will be labeled in a manner specified by the St. Bruno Parish School; this will include the serial number. Labels may not be removed from the Chromebook. Customization of the device is prohibited.
4. The Chromebook is the property of St. Bruno Parish School and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook.
5. Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this will be reported to the principal for further consequences.
6. Students are responsible for following the Acceptable Use Policy and Take-Home User Agreement.
7. Information on the care and use of the Chromebook will be shared with parents at Parent Night and with students on an ongoing basis by classroom teachers.
8. The school-provided Chromebook is the only personal device which may be used during the academic school day.

1.2 Returning a Chromebook

1. Chromebooks and all St. Bruno Parish School-owned accessories will be returned during the final week of the school year so they can be checked for serviceability.
2. Chromebooks must be returned immediately when a student terminates enrollment for any reason from St. Bruno Parish School.

1.3 Fines Related to a Chromebook

1. Chromebooks and AC charger will be turned in to the school staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage.

2. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with local police.
3. Chromebooks that are damaged will be repaired for a fee. If it is determined that damage is due to negligence, parents may be required to pay the cost of repair. If damage to the Chromebook is beyond repair, the student will be responsible for replacing the Chromebook at the full cost of the device.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by St. Bruno Parish School. Chromebooks that are broken or fail to work properly must be given to the school staff to be turned in for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of St. Bruno Parish School and all users will follow these procedures and the St. Bruno Parish School Acceptable Use Policy.

2.1 General Precautions

1. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for repair.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. Note: Chromebooks are never thirsty!
3. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
4. Do not attempt to gain access to the internal electronics of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the school staff.
5. Never throw or slide a Chromebook.
6. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
7. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
8. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of St. Bruno Parish School.
9. Students are encouraged to purchase a padded, protective sleeve or laptop bag.
10. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
11. Chromebooks must never be left in an unlocked locker, an unlocked car, or any unsupervised area.
12. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
13. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
14. Chromebooks must be charged for school each day. **This is the student's responsibility.**
15. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
16. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. CONTACT ST. BRUNO PARISH SCHOOL.

2.2 Carrying Chromebooks

By purchasing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. It is recommended that the Chromebook be protected by a cover. Nylon drawstring bags are insufficient protection for the Chromebooks, and should not be used.

Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home or comes to school with an insufficiently charged Chromebook, the student is responsible for getting his/her coursework completed as if the Chromebook were present.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

3.3 Charging a Chromebook’s Battery

1. Chromebooks must be brought to school each day fully charged. An AC charger will be issued to the student for charging at home.
2. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class at the teacher’s discretion.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, political slogans, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.

3.5 Sound, Music, Games, Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their Chromebook to not disturb the academic setting of the classroom.
3. Music is only allowed on the Chromebook at the discretion of the teacher.
4. All software/apps must be provided by St. Bruno Parish School. Data storage will be through apps on the Chromebook, i.e., Google Docs, Gmail, etc. Flash media is not allowed at this time.

3.6 Printing

Students will have limited access to printers through their Chromebooks.

3.7 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. THIS CAPABILITY HAS BEEN DISABLED ON ST. BRUNO PARISH SCHOOL DEVICES.

3.8 Using the Google Apps Account

The Google Apps account that each student is provided is the only account that should be utilized on the device.

St. Bruno Parish School Student User Agreement

When using the school's network, I will...

1. PROTECT MY PASSWORD AND RESPECT OTHERS ACCOUNTS

- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- Any violation of this Acceptable Computer Use Agreement attributed to a student's username will result in disciplinary action being taken against that student.

2. RESPECT OTHERS PROPERTY AND FILES

- I will not access or tamper with another student's files.
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.
- I will not attempt to circumvent or successfully circumvent any of the security measures installed on the computers or network, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.

3. CARE FOR ST BRUNO PARISH SCHOOL OWNED DEVICES AND PERIPHERALS

- I will not dismantle, deface, or damage the computer or its various peripherals (mouse, keyboard, mousepad, etc.), understanding that if I do, I will be held responsible to pay the full price for a replacement product.
- I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- I will not download executable files on school computers.
- I will not change settings or preferences on the computer.

I understand that if I break any of these aforementioned rules, I can lose my computer and/or Chromebook usage for a period of time decided by the school principal.

When using the computers to communicate inside and outside of St. Bruno Parish School, I will...

1. USE GOOD CHRIST-CENTERED JUDGMENT WHEN USING THE COMPUTER TO COMMUNICATE

- When issued, I will be able to use the email provided from St. Bruno Parish School at any time to communicate both within St. Bruno Parish School as well as outside.
- I will not use this email to send abusive or offensive messages to people within or outside of St. Bruno Parish School.

2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED

- I understand that all of the emails, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to the principal if the need arises.
- I understand that any emails that relate to illegal activities must, by law, be reported to the proper authorities.

When using the Internet on the St. Bruno Parish School network, I will...

1. GIVE CARE TO THE CONTENT THAT I BROWSE AT SCHOOL

- I understand that all my Internet requests are monitored, filtered, and documented and can be reviewed at any time by the computer administrators or school administration.
- I understand that computer administrators and school administration block access via the Internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.
- I will not attempt or succeed at getting around the school's blocking software, understanding that even if I attempt it, the matter will be turned over to the principal for review. This includes individuals that tether their devices to their cellular Internet plans onsite to avoid the school's blocking software.

2. PUT MY FAITH AT THE FOREFRONT

- I understand that even though St. Bruno Parish School aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Computer administrators will strive to block inappropriate sites when they are discovered.
- I will not search for inappropriate content on the Internet or post remarks on the internet that defame St. Bruno Parish School or my faith.
- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

When using the Internet on the St. Bruno Parish School network, I will remain mindful of the following expectations...

1. CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained

2. CHROMEBOOK WARRANTY INFORMATION

All laptops are covered by the manufacturer's warranty for one year against malfunction due to manufacturing or non-performance issues. The warranty does not cover outright loss or theft, nor does it cover the power cord.

- Reporting Procedure: Damage must be reported immediately to the school.
- In the event of damage by accident or negligence, a claim will be processed and an invoice will be sent to the parents. A spare laptop will be provided, if available, until the student's laptop is repaired.
- Loss of Equipment: Students who lose a power cord will be responsible for replacement cost.

3. PRIVACY AND MONITORING

Users of the system shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over school data, voice or video networks, or stored on school equipment, are the property of the school. The school retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over school data, voice or video networks, or stored on its equipment. External electronic storage devices are subject to monitoring if used with school resources.

4. PERSONAL INFORMATION

Personal information such as home and school addresses, telephone numbers and full name should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. Students should never make appointments to meet people in person that they have contacted on the system

without district and parent permission. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable

5. PERSONAL ELECTRONIC DEVICES

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

St. Bruno Uniform Policy

The Mission of St. Bruno Parish School is to inspire academic excellence and instills Catholic values within a faith filled community and beyond.

It is the goal of St. Bruno Parish School to have young people dress in a way that will glorify God. While styles come and go, modesty remains a constant. Students of St. Bruno are to dress in a way that will instill a positive academic attitude and create unity while presenting ourselves positively to our greater community.

This uniform policy has been put into place to:

- Help students concentrate on their school work by setting a tone for learning
- Decrease distractions created by modern fashion and socioeconomic differences
- Instill students with discipline and self respect
- Build self esteem, self respect, and school spirit among students by creating the distinction of being part of a group
- Maintain a healthy and positive school image in the community through a clean and neat appearance
- Provide a visible and public symbol of commitment to high academic standards and student achievement
- Reduce clothing costs

While the school staff strives to be partners with parents in education to enrich the overall learning experience at school, parents have the primary responsibility to ensure that children come to school each day wearing clothes permitted by the dress code. Much time and effort has gone into making a clear dress code for our school.

The uniform requirement is optional for 3K and 4K.

St. Bruno uniforms available to “swap” in the church coat room free of charge.

Please keep it tidy.

Item	Girls	Boys	Not Permitted
Pants	<ul style="list-style-type: none"> • School uniform plain type, tailored, chino dress pant • Cotton/Cotton blends/twill/poplin/corduroy • Solid navy or khaki • Regular or elastic waistband • Pleated or flat front 	Same as girls	<ul style="list-style-type: none"> • Baggy, oversized, tight or skinny fit, leggings • Pants worn below waistline • Any rips or embellishments on pants (ie: loops, rivets, chains, zippers or pockets on pant legs) • Jeans/cargo pants/nylon/sweatpants • Capris • Drawstring
Shirts/ Blouses	<ul style="list-style-type: none"> • Long or short sleeved collared shirts/blouses (ie: polo, dress, turtleneck) • Cotton/blends/knit/dry wick • Solid white, navy, powder blue, or gold • Shirts are to be tucked in on Mass days 	Same as girls	<ul style="list-style-type: none"> • Oversized, bulky or tight fitting shirts/blouses • Logos/insignias (with exception of the St. Bruno approved left chest logo on any shirt or blouse. Parents may consult office for resources for this,) • See-through fabrics • Sleeveless shirts Shirts lacking a collar • Shirts not long enough to be tucked in • Any embellishments on shirts (ie: decorative or colored trim, printing, ribbon, ruffles, etc)
Skirts/Jumpers	<ul style="list-style-type: none"> • School uniform/plain type skirt • Cotton/blends/polyester • Solid navy or khaki • Regular or elastic waistband • Pleated or flat front • Girls wearing skirts/jumpers are encouraged to wear tights, bike shorts, or leggings under the skirt. • Plaid Pattern Optional at Land's End ONLY: Classic Navy Plaid 	Not applicable	<ul style="list-style-type: none"> • Skirts/jumpers more than 2 inches above the knee or below the knee • Tight fitting • Skirts worn below the waistline • Any embellishments • Denim/nylon/fleece fabric for skirts/jumpers
Shorts/Skorts/Capris (Apr. 15 - Oct. 15)	<ul style="list-style-type: none"> • School uniform/plain type, tailored • Cotton/Cotton blends/twill/poplin • Solid navy or khaki • Regular or elastic waistband • Pleated or flat front • Plaid Pattern Optional at Land's End ONLY: Classic Navy Plaid 	Same as girls	<ul style="list-style-type: none"> • Shorts/skorts more than 2 inches above the knee or below the knee • Tight fitting • Shorts worn below the waistline • Any embellishments • Denim/nylon/fleece fabric

Sweaters	<ul style="list-style-type: none"> • School uniform/plain type cardigan, crew neck, v-neck or full-zip sweater • Athletic/Academic letter may be added • Knit cotton and blends • Must be worn over collared shirt • Solid navy or white 	Same as girls	<ul style="list-style-type: none"> • Oversized, bulky or tight fitting shirts/blouses • Logos/insignias (with exception of the St. Bruno approved left chest logo) • Any embellishments on shirts (ie: decorative trim, printing, ribbon) • Velour/Chenille • Hoods
Fleece Jackets	<ul style="list-style-type: none"> • School uniform type full zip fleece jacket. Must have St. Bruno approved logo above left chest. Available through approved retailer: Mid City Sports in Hartland.. • Solid navy or white only *This garment is optional, only if students want to wear a fleece jacket in the building. Otherwise jackets are to remain off inside.* 	Same as girls	<ul style="list-style-type: none"> • Partial or no-zip fleece pullover • Jackets made of any other materials other than fleece • Sweatshirts
Belts	<ul style="list-style-type: none"> • Encouraged but not required to be worn with belt loops • Leather, faux leather or ribbed cotton • Solid navy, black, or brown 	Same as girls	<ul style="list-style-type: none"> • Any embellishments on belts (ie: decorative trim) • Cutting belt loops off of pants • Anything not typically used as a belt (ie: shoe laces, scarf)
Socks/tights	<ul style="list-style-type: none"> • Socks/tights must always be worn • Small logo or insignia acceptable • Solid white, navy or black with shorts or skirts/jumpers/capris • Other colors acceptable under pants 	Same as girls	<ul style="list-style-type: none"> • Multi-color socks/tights under skirts, shorts, jumpers or capris • Embellishments (bells, ribbons) • No show socks
Leggings/bike shorts	<ul style="list-style-type: none"> • To be worn under skirts only • Solid white, navy or black 	Not applicable	<ul style="list-style-type: none"> • Bike shorts that are visible below the skirt • Any rips or embellishments on leggings or bike shorts
Footwear	<ul style="list-style-type: none"> • Non-marking dress or athletic shoes • Safe and practical for school and playground use • Shoe laces must be tied • Sandals must have a back strap (Apr. 15 - Oct. 15) • Closed-toe shoes encouraged • Shoes must have a heel strap 	Same as girls	<ul style="list-style-type: none"> • No outdoor weather boots in the classroom • Flip flops • Platforms • Moccasins/slippers • Heelies/rollers • Sandals worn in winter months • Pants may not be tucked

	<ul style="list-style-type: none"> • Plain, solid brown or black fashion boots with skirts/jumpers only. • Dress shoes preferred for Mass days 		into fashion boots
Undershirt	<ul style="list-style-type: none"> • White or navy undershirt, not to be visible through blouse/shirt. (Navy undershirt can be worn under navy shirt) • Straps and waistbands of undergarments may not show. 	Same as girls	<ul style="list-style-type: none"> • Any color of undershirt other than white or navy • Any visible writing/graphic/print on undershirt or undergarment
Cold Weather Attire	<ul style="list-style-type: none"> • Expected to dress for warmth (ie: hats, gloves, mittens) • Students with snow pants AND boots may play in the snow. • Outdoor boots to be worn when play area is wet, muddy, or snow covered. • Regular shoes will be put on upon returning to the classroom 	Same as girls	<ul style="list-style-type: none"> • Students not wearing snow pants or boots will stay on the blacktop for recess
Makeup/Fingernail polish	<ul style="list-style-type: none"> • Nail polish, tasteful and well kept • Minimal makeup in grades 7th and 8th 	Not applicable	<ul style="list-style-type: none"> • Any make up in grades 5/6 • Any lipstick or gloss in grades 5/6 • Fake nails • Cosmetics brought to school
Jewelry/ Piercings/ Tattoo/ Accessories	<ul style="list-style-type: none"> • Simple jewelry permitted • Stud earrings • Earrings that hang less than one inch 	<ul style="list-style-type: none"> • Simple jewelry permitted • Necktie or bow tie option: to include Plaid Pattern at Land's End : Classic Navy Plaid 	<ul style="list-style-type: none"> • Piercings of any kind on boys or girls (with the exception for earlobes) • More than one earring per earlobe • Distracting jewelry • Jewelry that presents a safety hazard • Visible tattoo or body art • Purses (during school day) • Scarves (during school day) • Sunglasses in the building
Hair	<ul style="list-style-type: none"> • Clean, neat, combed brushed and out of eyes and mouth • Simple headbands or hair accessories permitted 	<ul style="list-style-type: none"> • Clean, neat, combed brushed and out of eyes and mouth 	<ul style="list-style-type: none"> • Dyed, colored other than natural human hues • Hair that covers the eyes • Boys hair length that is longer than top of the collar
Hats/caps/hood	<ul style="list-style-type: none"> • May be worn outside only 	Same as girls	<ul style="list-style-type: none"> • Hats/caps/hoods worn inside the building

Physical Education Class grades 5-8	<ul style="list-style-type: none"> • Need a uniform PE shirt that they will use for the entire year, purchased through the school office • Shorts of appropriate length, sweat pants or athletic pants can be worn • If wearing leggings, shirt should cover the back side 	Same as girls	<ul style="list-style-type: none"> • Non-uniform shirt
School Concerts/Dress up Days	<ul style="list-style-type: none"> • “Sunday Best” for concerts • Teachers may specify dress code for various events/concerts. 	Same as girls	<ul style="list-style-type: none"> • Anything with inappropriate or offensive wording, designs, or graphics (ie: violence, alcohol, or anything not deemed appropriate for a faith-filled environment) • Baggy, oversized, or tight fitting/skinny clothing • Sleeveless tank tops, crop tops, cami and spaghetti type blouses/shirts • See-through fabric • Skirts more than 2 inches above the knee • Flip flops/sandals without a back
Mass Days	<ul style="list-style-type: none"> • Dress code applies with exceptions noted in the “not permitted” column • Students' shirts/blouses must be tucked in • Dress shoes preferred 	Same as girls	<ul style="list-style-type: none"> • Shorts/Skorts • Use of any dressdown passes
Dress Down/Casual Day	<ul style="list-style-type: none"> • Non-dress code compliant clothing allowed that is appropriate to a learning environment. • Examples of what is permitted: jeans, tshirts, sweatshirts (including hoods, but must be worn down), athletic pants, and fashion boots • Dress code requirements regarding nail polish, jewelry, piercings, hair, hats/caps and hair continue to apply. • Students may dress down on his or her birthday or half birthday should it fall in the summer months when school is not in session. 	Same as girls	<ul style="list-style-type: none"> • Anything with inappropriate or offensive wording, designs, or graphics (ie: violence, alcohol, or anything not deemed appropriate for a faith filled environment) • Ripped, baggy, oversized, or tight fitting/skinny clothing • Sleeveless tank tops, crop tops, cami and spaghetti type blouses/shirts • See-through fabric • Skirts more than 2 inches above the knee • Flip flops/sandals without a back

Spirit Wear Days	<ul style="list-style-type: none"> • Students are encouraged to wear St. Bruno spirit wear on designated Spirit Days. • If spirit wear is worn, Dress Down rules apply to the student • If school spirit wear is not worn on Spirit Day, regular school day dress code applies to the student 	Same as girls	<ul style="list-style-type: none"> • Being out of school uniform if no spirit wear is worn
Field Trip Days	<ul style="list-style-type: none"> • Regular school day dress code applies unless otherwise specified by the school staff. 	Same as girls	

Dress Code Terminology/Other Information

School Uniform Type: this means tailored clothing found in school uniform areas of local retailers or on their websites. Such stores that have school uniform clothing are: Lands End, Gap, Walmart, Target, Kohls, Kmart, Sears, JC Penny and Old Navy. In order to be most economically advantageous, St. Bruno does not require you to purchase your uniform from a specific store with the exception of the St. Bruno Fleece Jacket from our Spirit Wear Store (MidCity Sports), should you choose those as options.

- **Navy:** means dark blue, not shades of royal blue.
- **Powder blue:** means light, sky, Carolina, or baby blue. It does not include shades of grey, heather, or royal blue.
- **White:** means true white and not shade of white, cream, or ivory.
- **Gold:** suggested sources are the spirit wear store or Land's End
- **Khaki:** means tan or sand color, not olive, gray, or stone.
- **Classic Navy Plaid** (Lands End): St. Bruno approved pattern for uniform jumpers, skirts, boys neck/bow ties. *Patterned clothing optional and not required. No other pattern accepted.

*Clothing that is torn, worn, or has holes may not be worn at any time.

*Please label your child's removable clothing (coats, hats, jackets, sweaters) with his or her name/initials

*No logos or insignias are permitted except the designated St. Bruno logos

*Uniforms are required on early release days unless otherwise designated by the principal.

*Dress down/casual days apply to the 8th Grade Washington D.C. trip

*Students may dress down on their birthday or half birthday if their actual birthday falls in summer.

Uniforms optional for 3K and 4K

Approved by School Committee Final 5.5.15

Updated 7.30.2020

St. Bruno Parish School Covid Illness Policy

Monitor Your Symptoms	
You must stay home if you have ONE of these symptoms:	<ul style="list-style-type: none"> • Fever 100.4 or greater • Persistent, dry cough not attributed to seasonal allergies or known asthma • Shortness of breath or difficulty breathing • New loss of taste or smell • Sore throat
You must stay home if you have TWO OR MORE of these symptoms:	<ul style="list-style-type: none"> • Nausea, vomiting or diarrhea • Fatigue • Muscle/body aches/headache • Congestion or runny nose
If you meet either of the categories above:	
TEST for Covid. <u>If negative</u> , isolate at home until fever/symptom free for 24 hours without fever-reducing medicine (standard policy). <u>If Positive test</u> , see section below.	
Close Contact to Positive Covid Case	
Positive case in <u>school, home or community</u>:	<ul style="list-style-type: none"> • Parents/School will be notified • Classroom students will stay in school and wear paper masks for five days from the exposure. We know masks do not protect 100% but we know they help. If a student has had a confirmed Covid case in last 90 days, they are not required to mask. • Class will change to higher level of social distancing • Virtual attendance will be an option for grades 5-8. Materials for 3K-5 will be sent home on paper or electronically as needed.
When to send entire class home to learn virtually:	<ul style="list-style-type: none"> • 33% of class tests positive for Covid. Classmates with negative test on Day 5 may return on Day 6.
Type of Test Result Accepted	<ul style="list-style-type: none"> • PCR preferred • Antigen • Home PCR or Antigen test
Positive Covid Test - Student or Staff	
Isolate at home for five days from onset of symptoms. If no symptoms, isolate at home for five days from positive test. Before returning to school, must be symptom-free for 24 hours without medicine (standard policy). Wear a mask in school days 6-10. [Re-test requirement removed due to lingering positive result.]	
Building Cleaning	<ul style="list-style-type: none"> • Building thoroughly cleaned daily
Vaccine Required	<ul style="list-style-type: none"> • No. <u>Encouraged for all</u>

August 3, 2022