

FAMILY HANDBOOK

Watertown Catholic School:

St. Bernard Campus

and

St. Henry Campus



**2024-2025
School Year**

MISSION STATEMENT:

"Through our Christ-centered education and personalized learning, Watertown Catholic School empowers our students with the morals, values, and intellect they need to become the person God intends them to be."

MOTTO:

"Where students grow in faith, knowledge, and service to others."

OUR PHILOSOPHY:

At Watertown Catholic School, we believe it is essential to provide our students and families with a tradition rich in Catholic principles, a challenging curriculum, prayerful and faith-filled liturgies, and the opportunity to serve our parishes and global community as valued stewards of God's gifts.

The pillars upon which we build this educational environment responsive to the whole child include family loyalty, student responsibility, preparation for the future, respect for everyone, and a caring faculty. Our school recognizes the significance of a safe learning environment, a commitment to high academic standards, and the need for moral responsibility, civic involvement, and spiritual growth.

Students at Watertown Catholic School acquire a foundation in faith and Catholic values as well as the basic knowledge and skills needed to guide them through life and successfully participate in a global community.

OUR CORE VALUES:

Charity, Community, Excellence, Faith, Leadership, Responsibility, Service, Stewardship, Truth, & Virtue

ABOUT US:

School Colors: black and gold

School Mascot: Saints

Saint Bernard Campus: PK & K

111 S. Montgomery Street
Watertown, WI 53094
(920) 261-7204

Saint Henry Campus: Grades 1-8

300 E. Cady Street
Watertown, WI 53094
(920) 261-2586

www.watertowncatholic.org

Table of Contents:

- **School Procedures**
 - Parental Roles and Responsibilities page 7
 - Communication page 7
 - Concerns/Communication Procedures page 8
 - Arrival and Dismissal page 9
 - Emergency Closing Information page 10
 - School Attendance page 11
 - Attendance & Truancy
 - Illness during the School Day
 - Procedure for Absence
 - Tardiness
 - Excused/Unexcused
 - Excessive Tardies
 - Homework and Make-up Work
 - Visitors page 13
 - Sending Money to School page 13
 - Cell Phones/Electronic Devices page 14
 - Field Trips page 14
 - Grading System page 15
 - 4K Grading
 - K-2 Grading
 - 3-8 Grading
 - Conferences page 16
 - Testing Procedure page 16
 - Promotion and Retention page 17
 - School Records page 17
 - Students Records/Transfers page 17
 - Sacramental Preparation page 17
 - WCS Wrap Around Care page 18
- **Curriculum and Instruction**
 - Curriculum/Standards page 19
- **Student Activities**
 - Athletics page 20
 - Athletics
 - Academic Eligibility
 - School Band/Choir page 21
- **School Services**
 - School Lunch and Milk page 21
 - Lunch Balance page 21
 - Lunchroom Expectations page 22
 - Morning Milk and Snack Break page 22
- **Student Conduct**

- Playground Rules page 23
- Discipline page 24
 - Classroom Guidelines
 - Disciplinary Action
 - Detentions
 - Suspension
 - Expulsion
- Anti-Harassment Policy page 26
- Sexual Harassment Policy page 27
- Drug/Alcohol/Weapon Policy page 27
- Bullying page 27
- Cyber-Bullying page 28
- Damaged Textbooks page 29
- **Health and Safety**
 - Safety page 29
 - Health page 29
 - Emergency Information/Drills page 30
 - Accident/Injury page 31
 - Immunizations page 31
 - Head Lice page 31
 - Medications page 32
 - Inhalers
 - Dispensing Medicine
 - Child Abuse/Neglect page 33
- **School Policies**
 - School Admission Policy Regulations page 34
 - Locker Policy page 36
 - Birthdays page 36
 - Bikes page 37
 - Bus Transportation page 37
 - Custodial Rights page 38
 - Technology/Acceptable Use Policy page 38
 - Plagiarism page 41
 - Penalties for Plagiarism
 - Dress Code page 42
 - Tuition page 44
 - Cost
 - Financial Assistance
 - Parish Investment
 - Withdrawal page 45
 - Fundraising page 45
 - State and Federal Programs page 45
- **School Organizations/Personnel**
 - Home and School Association page 46
 - Education Commission page 46

This handbook has been compiled for your convenience and frequent use during the school year. It should provide a ready source of information in reference to school policies, regulations and procedures. Please keep in mind that the policies and procedures contained within this handbook were designed for the safety, high quality education, and convenience of all of our students, parents/ guardians, faculty and staff. Exceptions may be made to policy in special circumstances by the administration.

All full-time preschool, 4K, elementary and middle school teachers are accredited through the Department of Public Instruction and are required to have Religious Certification. Watertown Catholic School is accredited by the Wisconsin Religious and Independent Schools Association. Annual reports including a "School Improvement Plan" are submitted to this agency to maintain accreditation status.

Watertown Catholic School's curriculum is a standards based curriculum using the Diocese of Madison Standards which are based on Wisconsin State Standards. Curriculum evaluation is an ongoing process over a seven year cycle. This seven year plan follows a self study (completed in Fall 2019) and includes an annual faculty review and development of specified subject areas. There is a study of content, scope and sequence, new materials, resources, techniques and assessment. The result is a continually updated School Improvement Plan which includes setting goals and developing programs that address student needs.

Watertown Catholic School respects the dignity of each person. All programs are available to any child in the parish without regard to race, national origin, gender or physical disabilities (if, with reasonable accommodation on the part of the school, the handicapped person can be accommodated). This handbook was revised in February 2024. The policies contained in this handbook may be amended at the discretion of the administration, faculty and staff of WCS.

Watertown Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs."

Daily WCS Schedule:

- Wrap Around Care: 6:30 - 8:00 AM and 3:00 to 5:30 PM Monday-Friday; 2:10 on Wednesdays. It is closed on non-school days, as well as in the summer.
- 3 year old preschool (3K): 8:00-11:10 am on Tuesdays and Thursdays
- 3 year old preschool (3K): 8:00 am-3:00 pm on Tuesdays and Thursdays
- Full-Day 4K 8:00-3:00 pm Monday-Friday
- Half-Day Optional 4K 8:00-11:10 am
- Kindergarten-Grade 8: 8:00 am-3:00 pm Monday-Friday
- Early Dismissal on Wednesdays at 2:10 PM

Important Phone Numbers:

- St. Bernard Campus
 - School Office: 920-261-7204
 - Secretary email: secretarystb@watertowncatholic.org
 - Principal email: sharms@watertowncatholic.org
 - Daycare: 920-261-0389
- St. Henry Campus
 - School Office: 920-261-2586
 - Secretary email: secretarysth@watertowncatholic.org
 - Principal email: sharms@watertowncatholic.org
 - Parish Office: 920-261-7273

Contacting the School:

- The school office hours are 7:40 AM to 3:30 PM on M, T, T, and F. On Wednesdays from 7:40 AM -2:30 PM.
- Before and after hours, voicemail is available for any messages.

SCHOOL PROCEDURES:

Parental Roles and Responsibilities:

The Watertown Catholic School Family Handbook informs parents and guardians of the programs, regulations and policies of the school.

To make the school year a successful one for all, we ask parents for the following:

- Be familiar with the information in this handbook and other communications from WCS.
- Meet financial obligations of tuition, home and school fee, fees, lunch accounts, athletic fees, and any other accounts that may apply.
- Arrive at school on time.
- Pick up from school on time.
- Notify the campus office by phone or email by 8:30 if a child will be absent.
- If your child will be late to school, let the office know your child's hot lunch choice by 8:25 AM. No hot lunch orders can be taken after 8:25 AM.
- Meet admissions regulations.
- Comply with policies and regulations.
- Comply with goals and objectives of WCS as outlined in the Family Handbook.
- Support the religious and educational goals of the school.
- Treat teachers with respect and courtesy.
- Sign their child out and back in at the office if leaving during school hours.
- Attend weekend Mass with family.
- Share in the volunteer responsibilities of the school parent community as fairly as possible.

COMMUNICATION:

- The faculty and staff at Watertown Catholic School have established ways of communicating with the parents/guardians in order to increase the understanding of the school's missions, vision and core values, as well as general programs and goals.
- The Family Handbook is issued annually at the beginning of the school year.
- The WCS website (www.watertowncatholic.org) has current and interesting information.

- The WCS Facebook page will have highlights of our school events, but is not the main way to find out information.
- Thursday Family Folder contains:
 - Principal's newsletter
 - Classroom notes
 - Hot lunch calendar/information
 - Field trip permission slips
 - Any other pertinent information
- Report Cards are issued the following Thursday after the trimester ends. Report cards will be sent electronically for trimesters 1 and 2. A paper copy will be sent home for trimester 3. Progress reports are sent home/emailed at the discretion of the classroom teacher.
- Parent-teacher conferences are held in the fall and are mandatory. A parent/guardian may request a special conference at any time as the need arises.
- Email is available for communicating with all faculty and staff at WCS. A listing of email addresses is found on our website.

CONCERNS/COMMUNICATION PROCEDURES:

The best way to deal with concerns is to first approach the person with whom there is a problem. "Acting as Jesus would want us to act should be the goal of all in the Catholic School community-pastors, principals, teachers and other staff members, parents and students."

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, and parents/guardians may be called.
3. If you are not satisfied with the results of the meeting with the principal, please feel free to make an appointment with the pastor.

KINDERGARTEN-EIGHTH GRADE ARRIVAL & DISMISSAL PROCEDURE:

The goal of these procedures is to make arrival and dismissal time go smoothly, quickly, and safely for all of our students. Students should be dropped off and picked up in the playground parking lot of both campuses. Please be aware that there is no parking in the bus zone or playground parking lot during school hours.

St. Bernard Arrival Procedure:

- Students may arrive as early as 7:40 AM. They will be supervised on the playground until they are admitted to the building at 7:55 AM when the first bell rings.
- No doors will be unlocked before, during or after school for security reasons.
- Students should be dropped off on the playground parking lot OR parents may pull in front of the playground on Montgomery Street where children may exit the vehicle and enter the fence by the playground. Students will be let in the parking lot doors by the playground supervisor each morning.
- Parents who wish to enter the building before school may do so after 7:40 AM. Parents should not park in the parking lot or in the school bus zone.
- The second bell rings at 8:00 AM and classes will begin. **Any student not in their classroom when the bell rings will be considered tardy. If students arrive after 8:00, they must come in the front doors of the building.**

St. Bernard Dismissal Procedure:

- Students are dismissed from school at 3:00 PM each weekday, except for the 2:10 PM dismissal on Wednesdays. Bus students will exit the building through the front doors. All other students will exit through the parking lot door.
- There will be a minimum of one staff member supervising the pick-up until 3:15 PM to ensure the safety of the students. Please follow the instructions of the supervisor.
- Students walking or biking must leave the school grounds immediately upon dismissal. No unsupervised students will be allowed to remain on school grounds. They will be sent to the office where the secretary will call emergency contacts.
- Students will not be let into classrooms to retrieve personal items or homework after 3:30 PM.

St. Henry Arrival Procedure:

- Students may arrive as early as 7:40 AM. They will be supervised on the playground until they are admitted to the building at 7:55 AM.
- No doors will be unlocked before, during or after school for security reasons.
- Students should be dropped off on the playground parking lot. Students will be let in the parish center doors by the playground supervisor each morning.
- Parents who wish to enter the building before school may do so after 7:40 AM. Please use the front doors of school. Parents should not park in the parking lot or in the school bus zone.
- School begins at 8:00 AM and classes will begin. **Any student not in their classroom when school begins will be considered tardy. If students arrive after 8:00 AM, they must come in the front doors of the building.**

St. Henry Dismissal Procedure:

- Students are dismissed from school at 3:00 PM each weekday, except for the 2:10 PM dismissal on Wednesdays. Bus and shuttle students will exit the building through the front doors. All other students will exit through the parish center door.
- There will be a minimum of one staff member supervising the pick-up until 3:15 PM to ensure the safety of the students. Please follow the instructions of the supervisor.
- Students walking or biking must leave the school grounds immediately upon dismissal. No unsupervised students will be allowed to remain on school grounds. They will be sent to the office where the secretary will call emergency contacts.
- Students will not be let into classrooms to retrieve personal items or homework after 3:30 PM.

EMERGENCY SCHOOL CLOSINGS:

- Watertown Catholic School follows the decision of the Watertown School District regarding the closing of school since we share busing and lunch.
 - This would include weather-related reasons or for district-wide closings due to illness or the like.
 - We will not be listed separately when closings are announced.
 - We can close school on our own for illness, etc.
- Where to find school closing information:
 - Email sent from school
 - Website
 - Facebook post

- Channel 4 and 12 out of Milwaukee
- Channel 15 and 27 out of Madison
- If school is canceled for the entire day, all school related events, practices, meetings, etc. are also canceled.
- If school is closed early, we will use the information on your child's emergency sheet to determine how they will get home.

SCHOOL ATTENDANCE:

ATTENDANCE AND TRUANCY:

- Compulsory Attendance Age: Under the Wisconsin state law, all students between 6 and 18 years of age must attend school full time until the end of the term, semester, or trimester in which they become 18 years of age.
- Habitual Truant: a pupil who is absent from school without an acceptable excuse for part or all of five or more days of which school is being held.

ILLNESS:

- Sick children should not be in school
- Fever, excessive coughing, severe runny noses, vomiting, diarrhea-any symptom that indicates easy transmission to other people are clear signs a child should not be in school.
- During the day, should a student become ill, they will be sent home if they are vomiting or their temperature is 100 degrees Fahrenheit or higher.
- The school will first attempt to reach the first emergency contact. If that person cannot be reached we will continue to try contacting the next emergency contacts listed on the student list.
- Students may return to school after they are fever free and symptom free for 24 hours without medication.
- The school needs your help at home to keep our kids and staff healthy at school.

VACATIONS:

- It is the school's responsibility to provide students an opportunity to learn.
- Schools can only provide that opportunity if students are actually in attendance.
- Please keep in mind that time missed from school can never be made up.
- For the sake of your child's education, please try to schedule vacations and appointments outside of school time so your child will not miss class.

PROCEDURE WHEN STUDENTS ARE ABSENT/LEAVING SCHOOL EARLY:

- When students are absent from school, parents/guardians must email or call the campus to excuse the absence before 8:30 AM. Parents/guardians may call the previous evening and leave a message.
- If a teacher reports a student as absent from their class, and the office has not yet been notified, the office will attempt to call home or work to determine the student's whereabouts.
- No student will be allowed to leave the school building with non-family members without written consent from parents/guardians.
- No student will be released to walk to an appointment without written consent from his or her parent/guardian.
- Parents/Guardians should report to the office when they come to pick-up or drop-off a student.

TARDINESS:

- Being on time to school and into the classroom is essential.
- Students not in the classroom when attendance is taken at 8:00 am are considered tardy.
- If tardiness becomes consistent, the homeroom teacher will communicate with parents to create a plan for punctuality.
- If tardiness continues, a notice will be sent home or contact will be made via a phone call.
- If a student is tardy ten times in a trimester, the homeroom teacher and administration may decide to meet with parents to discuss ways to correct the problem.

HOMEWORK AND MAKE-UP WORK:

Homework is part of the school program and may require parental supervision at times. When a student is absent from school the following guidelines will be followed for collecting their homework:

- The faculty and staff of WCS feel that students who are home sick should not have to worry about getting their homework done. When the student returns to school, suitable arrangements will be made for completing missed work.
- A student will have two days of makeup time for each day absent.
- Parents or guardians who feel that their child is too ill to come to school, but can still do their homework should call the school office before 9:00 AM and request

that their child's homework be collected. Work may be available after lunch for a parent to pick-up. Work may also be sent home with a sibling.

- When a student is absent due to a family vacation, it is extremely difficult to anticipate what homework will be assigned.
 - Students who are absent will have their work organized for them to receive upon their return.
 - The student will make arrangements with each teacher regarding the due dates of the work.
 - **NO ASSIGNMENTS WILL BE GIVEN IN ANTICIPATION OF A VACATION!**

Visitors:

- Parents/guardians are encouraged to visit school often.
- When you do visit, you will sign in at the office and receive a visitor badge.
- If messages, lunches, books, etc. need to be delivered to your child, please leave them at the office and a staff member will bring it to your child.

Lost and Found:

- St. Bernard Campus
 - Located near the school office in a bin
 - May also be on a table in the main hallway if the bin gets too full
 - Any items remaining at the end of the school year will be donated to St. Vincent DePaul
- St. Henry Campus
 - Located near the parish center doors closest to the playground
 - May also be on a table in the parish center hallway if the bin gets too full.
 - Any items remaining at the end of the school year will be donated to St. Vincent DePaul

Sending Money to School:

- If money is sent to school, it should be placed in an envelope and labeled with:
 - Student's name and grade
 - Purpose for the money
 - Please make note if the payment is for more than one child
 - Payments for siblings at both campuses may be taken at either campus

Student Cell Phones and Devices:

- If a student has a device at school, it must be powered off.
- On a rare occasion, a teacher may ask a student to use their device for a classroom project.
- Students should either keep their device in their locker or on their person.
- Students and parents must use the school office phone to communicate during the school day.
- The school is not responsible for any lost or stolen phones or electronic devices.

Field Trips:

Field trips are intended as a means of curriculum enrichment in which students are expected to participate. They are carefully selected and planned by the teachers.

- Students need written permission in order to participate in each trip outside the school grounds that involve transportation.
- One permission slip is sent home at the beginning of the year to cover all excursions within walking distance of the school during the school year, as well as bus transportation between campuses.
- Details (cost, time, materials, etc.) will be provided with enough time for final plans to be arranged and confirmed.
- Chaperones may not bring other children along on trips.
- Adequate supervision on trips will be provided.
- Teachers may limit the number of chaperones on some trips depending on available tickets and/or mode of transportation.
- All chaperones must meet diocesan requirements and VIRTUS training for those who work with any children in our parishes and schools in any or all of the following capacities.
- In most situations, buses are used for transportation.
- If the trip is within five miles of the school, parents may drive personal vehicles.
- All drivers of private vehicles must have proper age appropriate car seats, current registration and proof of insurance completed on a form in the school office.
- Families that may have financial difficulty with the cost of an individual trip should contact the principal as soon as possible after receiving information.
- No child will be denied a field trip due to parents' inability to pay.

Grading System:

- The coding system for each grade represents an outward sign of sensitivity to children’s development at the given age levels.
- In addition to report cards and conferences, parents are frequently notified by an email, note or phone call if a student is struggling.
- Honor Roll and High Honor Roll are calculated in grades 6 to 8.
 - Honor Roll is 3.4 to 3.7999
 - High Honor Roll is 3.8 and above

EFFORT:

- 4: Excellent:** actively engaged in the learning process; asks questions; collaborates and participates in discussions; is cooperative in class and consistently uses class time effectively; always produces quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.
- 3: Satisfactory:** generally is actively engaged; care is taken to produce quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.
- 2: Needs Improvement:** inconsistently engaged in the learning process; occasionally may be uncooperative in class, occasionally uses time ineffectively; some pride is shown in work; has trouble meeting some deadlines and is missing a few assignments; does not always respect the right to teach and learn.
- 1: Unsatisfactory:** Rarely engaged in the learning process; often uncooperative in class and uses time ineffectively; little or no pride is apparent in work; missing several assignments; does not respect the right to teach and learn.

Kindergarten-Grade 2 Grading System			
ACHIEVEMENT		EFFORT GRADES	
E: 90%	Proficient in concept or skill	4	Excellent
S: 70%	Developing in concept or skill	3	Satisfactory
N: 0%	Needs additional support/practice	2	Needs Improvement
		1	Unsatisfactory

Grades 3-8 Grading System				
PERCENT	LETTER GRADE	GPA: Gr 6-8	EFFORT GRADES	
100	A+	4.3	4	Excellent
99-93	A	4.0	3	Satisfactory
92	A-	3.7	2	Needs Improvement
91	B+	3.3	1	Unsatisfactory
90-84	B	3.0		
83	B-	2.7		
82	C+	2.3		
81-74	C	2.0		
73	C-	1.7		
72	D+	1.3		
71-67	D	1		
66	D-	0.7		
65	F	0		

CONFERENCES:

- Parent/Teacher conferences are held in the late fall for students in grades 4K-8.

DIOCESAN TESTING PROCEDURE:

- WCS uses the STAR360 computer-adaptive assessments for each student in Math and Literacy.
- Online assessments are administered in grades K-8 at least three times over the year
- Results of these tests will be sent home with each report card at the end of the trimester.

PROMOTION AND RETENTION:

- Students are notified of promotion or retention with the last report card.
- Administration may recommend the repetition of a grade, tutoring or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

SCHOOL RECORDS:

Parents/guardians may ask to review the contents of records or data on their child(ren). In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. Please make an appointment with the principal in advance.

Records/data is defined by any or all of the following:

- Identity information
- Academic work completed (including grades and standardized test scores)
- Attendance data
- Health data
- Family background information
- Teacher ratings and/or information
- Verified reports of serious or recurrent behavior patterns

STUDENT RECORD TRANSFERS:

- Parents requesting records/transcripts/recommendations must make a five school day request to the school office.
- This enables the school to prepare necessary information and settle accounts.
- Parents must sign a transfer of records request at either the old school or the new in order for records to be sent on to the new school.
- By law, no student records need be forwarded to another school until Business Office accounts have been settled.

SACRAMENTAL PREPARATION:

- Sacramental preparation is a joint responsibility of the parent/guardian, students and school staff.
- Parents/Guardians will be notified when appropriate sacramental preparation begins.
- Grade 2 will receive their First Reconciliation and First Communion.

WATERTOWN CATHOLIC SCHOOL WRAP-AROUND PROGRAM:

Philosophy: The Watertown Catholic Community recognizes child care as a present and growing need for families of every size and form. The Bishops of the United States in their pastoral letter *Economic Justice for All* stated: “For those children whose parents do work outside the home, there is a serious shortage of affordable quality daycares. Employers, government and private agencies need to improve both availability and the quality of child-care services.”

Our goal, then, is to provide daycare in a relaxing, well-supervised environment for school age children. Further, our aim is to offer a service to parish families that will meet the needs of parents as effectively and efficiently as possible.

We Offer:

- An atmosphere for faith development
- A positive, home-like environment
- Participation in special school activities
- Computer activities, learning games, and art activities

Enrollment Information:

- Open to all St. Bernard Parish and St. Henry Parish children ages 3-12.
- Registration for the program can be done at any time. To enroll, please contact us at 920-261-2586.

Fees:

- A \$45 non-refundable registration fee per family for the school year (\$55 after the school year begins).
 - Scheduled Child: \$6.00 per hour
 - Drop In Child: \$6.50 per hour
- Qualify for Tax Deduction

CURRICULUM AND INSTRUCTION:

The curriculum at Watertown Catholic School follows the guidelines of the Diocese of Madison. Much attention is given to instruction in:

- Religion
- Reading
- Language Arts/Spelling
- Mathematics
- Social Studies
- Science
- Physical Education
- Art
- Music
- Family Life
- Spanish
- Technology

The faculty of WCS, in their mission to address each child's needs, continues to review and update the curriculum in all subject areas. Supplemental materials, field trips, technology, and assembly programs are integrated into the basic program.

- **Mass:** Students attend Mass on Wednesdays or Thursdays, and on Holy Days of Obligation. Students may sit with their parents when parents come to Mass.
- **Homework:** Teachers will send home specific guidelines for homework. A student must be in good academic standing to participate in extra-curricular activities. Students should read or study if there is no written assignment.
- **Assessment:** Students will receive formal assessment each trimester. Grades are based on classroom performance, homework, projects, quizzes and tests. Students will receive effort and achievement grades. Teachers will provide guidelines for grading.

STUDENT ACTIVITIES:

ATHLETICS

- All students in fourth through eighth grade may participate in volleyball and/or basketball as part of the Southern Wisconsin Catholic Grade School League.
 - Fourth grade students may sign up for basketball for a skills year.
 - Students in fifth through eighth grade are eligible to play volleyball and basketball or be on the cheer squad.
- The Athletic Handbook detailing participation is available from the WCS Athletic Association or on the school's website.
- The school may not field a team in a particular sport in a given year if there is insufficient participation.
- A nominal per sport fee is required.
- Sports Eligibility:
 - Parents and coaches must sign and return the Acknowledgement of Athletic Handbook for Parents and Coaches form and the diocesan concussion form.
 - Diocesan policy requires a physical examination for interscholastic sports participants every two years.
 - In order to participate in practices or games, each athlete must have on file either a physical examination sheet signed by a physician and their parent/guardian or an alternate year athletic form signed by their parent or guardian.
 - Standards for academic eligibility (see below) must be maintained.
- Sports Academic Eligibility:
 - Students must not have an "F" in any subject.
 - Grade checks are done on Wednesdays.
 - Students ineligible due to grades will be placed on academic ineligibility and not allowed to compete in games for a week.
 - The parents, student and coach(es) will be notified by the principal when a student is determined to be academically ineligible to compete in games.
 - After the 7 days, if the student demonstrates academic progress, the student will be placed on academic probation and allowed to participate in games.
 - The student will be monitored for continued progress.
 - The student, parent and coach(es) will be notified of any change in academic probation.

- The administration and teaching staff of the school reserve the right to modify this policy and use their professional judgment in cases where a student may have exceptional educational needs.
- Students absent from school will not be eligible to participate in practice or games that day.
- The school principal will have the final authority regarding matters of eligibility.
- Students may be declared ineligible by the principal for reasons other than academic.

BAND/ORCHESTRA/CHOIR:

- WCS provides the opportunity for students in grades 4-8 to participate in band/orchestra and/or choir.
 - Students in grades 4 are eligible to participate in orchestra.
 - Students in grades 5-8 are eligible to participate in orchestra or band.
 - Students in grades 4-8 are eligible to participate in the school choir.

SCHOOL LUNCH PROGRAM

Watertown Catholic School partners with the Watertown School District Nutrition Services for lunch.

- Hot lunch is offered each day we are in session.
- Free and reduced meals are available for those who are eligible.
- Lunch prices will be determined at the end of each school year once the contract has been agreed upon with the Watertown Unified School District.
 - We will send a separate lunch packet home before the new school year.
 - The reduced lunch price is \$.40 per day.
 - Children taking cold lunch will have the option to purchase milk for \$.40
 - Checks should be written out to the *St. Henry Lunch Program*. Please put the check in a labeled envelope to avoid any confusion.
- Each campus needs to call in our lunch numbers/choices by 8:25 AM each morning to the high school nutrition office. **If you know your child is going to be late AND taking a hot lunch, please let the office know what choice he or she would like that day.**
- We are charged for each lunch sent to us, so we can't really guess what a child may or may not take.
- Parents are still welcome to eat lunch with their child at school, but we would need to know your choice by 8:25 AM if you are going to take hot lunch.

LUNCH BALANCE:

- We need to make sure we are staying within the guidelines for the DPI, as well as the Watertown School District. Therefore, we have adopted the school district's policy in regard to negative lunch balances.
- When a student's lunch account is depleted, or there are low or insufficient funds in the account, the following policies will apply:
 - When there are low or insufficient funds in a student's account, the student's parents/guardian will be notified by the school in an email and/or letter sent home that the account is low or negative.
 - The parent or guardian will be asked to make a deposit in the lunch account.
 - The student will be allowed to have a negative balance of \$10.00. (The district only allows \$5.00).
 - If funds have not been deposited into the student's account on subsequent days, the student will be informed by the office staff that they will receive a mini meal of a cheese sandwich, vegetable, and a milk for up to five days at no charge. (This will happen one time during the school year).
 - After that, you will be charged for the mini meal at a price of \$2.00 a day.
 - Extra milk at lunch will be allowed if a student's lunch account is at a negative balance.

We realize a student will have a different lunch than their peers if they have to take the mini meal. This is not to draw attention to them, but a way for us to keep our lunch account in better standing.

LUNCHROOM EXPECTATIONS:

- All students are expected to behave in a polite and orderly fashion using inside voices.
- Failure to do so may result in the loss of recess time, silent lunch, or being sent to the office to eat.
- To demonstrate good nutrition, we do not allow soda or delivered fast food during lunch.

STUDENT CONDUCT

PLAYGROUND RULES:

- Staff members and/or parent volunteers will be supervising the students on the playground at all times.
- All students must listen to the recess supervisor.
- Bike racks are off limits to students unless they are parking or locking their bikes at the beginning or end of the school day.
- All students must remain on the playground until the bell rings.
- No one may go inside the school without permission from the playground supervisor.
- We ask that all students respect one another. Should disagreements occur, go directly to the supervisor and alert them of the circumstances.
- No tackle games will be allowed.
- Should a ball be accidentally thrown or kicked off the school property, notify the supervisor.
- If a student is injured during play, he or she must report immediately to the adult on duty, who will assess the injury, and if necessary, have the student go to the school office.
- Students will go outside every day, weather permitting.

WINTER PLAYGROUND RULES:

- If the temperature or wind chill is below 0 degrees, students will stay inside for recess.
- Students must have appropriate clothing in winter.
 - This includes a jacket/coat, hats and mittens.
 - If playing in the snow, students must have boots and snow pants as well.
- No throwing or kicking of snow, ice or snowballs at any time.
- Stay off of snow piles.
- Playground supervisors will determine if the snow piles and playground equipment are too icy for safe play and may restrict play to the blacktop.
- Students will be informed of additional guidelines by their homeroom teachers, the playground supervisor, or school administrators if policies beyond this handbook are necessary.

DISCIPLINE:

- In accordance with our school's mission, and core values, all students are expected to cooperate with the spirit, policies, and procedures of the school.
- Students must conduct themselves at school in such a way that their actions never endanger the health or safety of others.
- They are expected to treat everyone in school with respect and courtesy – not saying or doing something to intentionally harm anyone else in word or deed, nor should they behave in such a way as to disrupt the teaching/learning environment for anyone else.
- Property and goods must be used appropriately to prevent unusual damage or destruction. Cheating, lying, and stealing would be violations of acceptable behavior.
- Students are expected to...
 - respect the authority of all adults
 - respect each other in actions and words
 - respect school and personal property
 - respect the space and privacy of others
 - adhere to school, unit and classroom policies
- Students will adhere to all policies below, including:
 - Lunch and playground expectations
 - Dress code
 - Alcohol, drug and tobacco prohibitions
 - Responsible use of technology
- In addition, students are responsible for keeping desks, lockers, and gym lockers neat and clean.

PROCEDURES FOR DISCIPLINARY ACTION: DIOCESAN POLICY 5120

The following procedures for disciplinary action will be used when a student is unable or unwilling to cooperate with the school staff:

1. Teacher/Supervisor will discuss the difficulty with the student. The homeroom teacher will be notified of the discussion and the outcome.
2. If problems persist, the teacher works out a plan with the student. The principal is informed and the parents are notified. Depending on the incident, the principal may have a discussion with the student.
3. If problems continue, the parents will be requested to come into school for a conference during which the student is given a written plan and a warning of pending probation.

4. The next time a similar problem arises with the child, there is a meeting with teacher(s), principal and parents. The student receives formal probation notice for a given time with written requirements. Parent and child signatures are affixed.
5. Continuation of the objectionable behavior will result in a suspension from school for one to two days. Parent or emergency (contact) person will be required to come for the child immediately.
6. If the problem continues, the student will meet with the principal, parent(s), and pastor. There will be a three day suspension with a warning of expulsion. Notification will be sent to the diocese of pending expulsion.
7. The final step for a student would be expulsion or a parent could choose to enroll the child elsewhere.

Expulsion is permanent and is imposed only for serious offenses. While suspension/expulsion is usually imposed as a result of student conduct or action, in limited cases it may be imposed as a consequence of the behavior or actions of the student's parent/guardian which seriously disrupts the school or its educational personnel. Whenever a student is expelled, the Diocesan Schools Office and the school district in which the student resides is to be notified of the expulsion.

DETENTION:

A detention is issued at the teacher's and principal's discretion. Most detentions will be served during a lunch recess or immediately after school. A detention will be issued to any student for the following reasons:

- Distracting others by their voice, hands, or body
- Not respecting the rights of others
- Not treating others with dignity and respect
- Not following the directions of the school personnel
- Not seeking peaceful resolutions to conflicts

SUSPENSION:

A suspension is serious and used in cases of extreme misconduct. Serious discipline problems which may cause immediate suspension or hearing before the pastor and principal, including but not limited to:

- Sexual harassment
- Possession or use of weapons, firearms, illicit drugs, alcohol, or controlled substances
- Setting false fire alarm
- Personal assault
- Vandalism
- Bomb threat
- Criminal activity
- Leaving school premises without permission
- Other behavior that seriously endangers the safety of self and others

The student will be removed from the classroom for one to three days. During the suspension, the student will be required to work on assignments given by their respective teacher(s), and will have no contact with other students. The length of suspension and whether the suspension will be served in or out of school will be at the discretion of the principal.

ANTI-HARASSMENT POLICY

It is the policy of WCS to prohibit any harassment of students, including harassment based on their sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability. This policy is intended to protect the students whether they actually belong to or are perceived as belonging to one or more of the above-protected categories by those engaged in harassment.

Watertown Catholic School, in accordance with Wisconsin Statutes 813.125 (1) and 947.013, define harassment as:

- Striking, shoving, kicking or otherwise subjecting another person to physical contact or attempting/threatening to do the same.
- Engaging in a course of study or repeatedly committing acts which harass/intimidate another person and serve no legitimate purpose.

Students are encouraged to report incidents of harassment to any responsible adult at WCS with whom they have confidence to trust.

SEXUAL HARASSMENT DIOCESAN POLICY

Watertown Catholic School will follow the regulations that accompany the 2003 policy: "A Safe Environment for All Regarding Abuse of Minors, Sexual Misconduct and Sexual Harassment" and the VIRTUS program.

DRUGS/ALCOHOL AND WEAPON POLICY

Any student of WCS shall not on the school/parish premises, or any event sanctioned by WCS, use, possess, or be under the influence of tobacco or vaping in any form, drink any kind of alcoholic beverage (exceptions are made for sacramental purposes), use any mood altering drug or drugs other than those prescribed by a doctor, or possess, make, sell or transport any explosive device or weapon (as defined in Section, 921 of Title 18, USC)

- Student violations of this policy, whether on Watertown Catholic School grounds or at Watertown Catholic School sponsored activities, will result in disciplinary action, which may include suspension and/or expulsion.
- If violations of this policy are committed by our students while on another school's grounds or during another school's activity and such violations are reported by an administrator from another school or parish to a Watertown Catholic School administrator, these disciplinary actions may also be enforced.

BULLYING:

WCS defines bullying as any abuse of power by an individual or group that deliberately targets others for repeated physical or psychological abuse. WCS will not accept such behavior. Examples of bullying behaviors include, but are not limited to:

- A pattern of intimidation
- Threats
- Menacing
- Taunts
- Teasing
- Spreading of rumors
- Other psychological abuse
- Physical contact aimed at either provoking a defensive or aggressive response
- Causing physical injury
- Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful

CYBER-BULLYING:

WCS defines cyber-bullying as “when someone repeatedly harasses, mistreats, or makes fun of another person online or while using cell phones or other electronic devices.” Cyber-bullying includes, but is not limited to, the following misuses of technology:

- Harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of a technological tool, such as sending or posting inappropriate or derogatory email messages, text messages, social media posts/messages, digital pictures, images, or website postings that has the effect of:
 - Physically, emotionally, or mentally harming a student
 - Placing a student in reasonable fear of physical, emotional or mental harm.
 - Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities and social and emotional relationships.
- Because a cyber-bullying incident may not have occurred on the school premises, parents should know their child’s “virtual” activity.
- If a student or parent feels a bullying incident has occurred, never delete or close the offending message-save it so it can be tracked and printed out to document this behavior for others.
- School personnel may become involved if a student’s behavior is negatively affecting the learning environment of the school or if the cyber-bullying occurred because of an association formed at school, such as: athletics, clubs, or community events.
- Involvement in a cyberbullying or bullying incident may include suspension, confiscating the devices, and/or civil action.

CONSEQUENCES FOR ALL FORMS OF BULLYING:

- All forms of bullying are unacceptable
- Offenders shall be subject to appropriate staff intervention, which may cause administrative discipline
- Any verbal or physical threats made toward other students or staff are treated seriously
- Any instance of bullying or threat toward individuals will be dealt with immediately, and may cause suspension until a full investigation (which includes all parties involved and parents) can be made regarding the issue
- The student’s ability to meet the requirements of this school and community can be assessed in a case-by-case manner and will be determined by administration’s discretion.

DAMAGED TEXTBOOKS:

A fine will be assessed and charged to your account if a book is damaged beyond what would be considered regular wear and tear. The replacement cost of the book will determine the fee per book.

HEALTH AND SAFETY

SAFETY:

In compliance with Wisconsin State Law, no student will be left unattended in the school building, cafeteria, on the playground, or anywhere on the school premises during the school day.

- Students are not to be in the building during recess or after school except under the direct supervision of a teacher or staff member.
- WCS School does not provide student insurance for accidents or injury on school grounds.

HEALTH:

- Updated health records for each student are kept in each campus office.
- In the event of a contagious medical situation, the school will issue directives on a case-by-case basis.
- The Watertown Public Health Department does keep our school informed as to how to deal with different public health concerns such as flu epidemics and the like and has authority regarding the procedures we must follow.

EMERGENCY INFORMATION:

- An emergency form is filled out online and kept on file in the campus offices.
- Information is filled out by parents at the start of the school year.
- If any changes occur during the school year, it is the responsibility of the parent/guardian to notify the school.

EMERGENCY DRILLS:

- The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us.
- In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.
- Due to the current national climate that we live in, we will be conducting various drills throughout the school year.
- The students and staff of your school will be practicing four primary emergency drills each year.
- They are fire drills, lockdown drills, shelter-in-place drills, and evacuation drills.

Each type of drill is explained below:

- **FIRE DRILLS:** The school will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement for all Wisconsin schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded.
 - **LOCKDOWN DRILLS:** The school will conduct at least one “lockdown drill” throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “lockdown drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.
 - **SHELTER-IN-PLACE DRILLS:** The “shelter-in-place” drill will be conducted each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornados.
 - **EVACUATION DRILLS:** During an “evacuation drill”, students will be safely escorted along a designated evacuation route to one of our predetermined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.
- Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work. Parents, we encourage you to take this opportunity to discuss school safety with your son/daughter, and the importance of always communicating with an adult about any safety concerns at

school or in the community. As a school, we always work to learn from these incidents and to reflect on our safety and security protocols to ensure that we are prepared to respond to any situation.

ACCIDENT/INJURY:

1. WCS does not have a school nurse, however all teachers and some staff members are trained in first aid and CPR.
2. The office has first aid equipment, the student's emergency forms and city emergency phone numbers.
3. AED machines are located in both school gyms as well as in each church.
4. In case of an injury or accident, the child's injury will be checked, and parents/guardians will be notified for further direction.
5. If there is a serious injury, 911 will be called and the parents/guardians will be notified.
6. An accident report will be filled out by the office.

IMMUNIZATIONS:

- Our school is mandated by state law to enforce the state requirements regarding immunizations.
- All immunization dates are to be submitted to the school prior to the fall start date.
- Parent/guardian is responsible for providing this information to the school office.
- If there are any questions about immunizations, please contact the school, your healthcare provider, or the Watertown Public Health Department.
- The Watertown Public Health Department does keep our school informed as to how to deal with different public health concerns such as flu epidemics and the like and has authority regarding the procedures we must follow.

HEAD LICE:

- If a child comes to school with head lice, or nits (lice eggs), they will be sent home.
- They cannot return to school until they are nit-free.
- Students will be checked for nits/lice in the school office prior to returning to class.
- Parents should accompany the child to the office in case nits/lice are found and the student needs to return home.
- Parents will be notified if their child has been exposed to head lice.

MEDICATIONS:

- School personnel must administer all medication.
- If you wish for the school to store and administer a child's medication, be sure to follow the guidelines below.
 - Wisconsin law requires that WCS have a signed physician's order to administer a prescribed medication.
 - It is the responsibility of the student (if appropriate) to get his or her medicine at the designated time.
 - We encourage parents/guardians to check with their doctor to see if short-term prescribed medication (such as antibiotics prescribed for ear infections or strep throat) can be given outside of the school day.
 - The Medication Consent Form is available in the office or found in the back to school packets.

INHALERS:

- Students may carry their inhaler with them, in their backpack, locker, etc.
- We can also store a student's inhaler in the school office.
- A child's teacher may also store it in the classroom for them.
- Students may also carry it on their person.
- **Both campus offices need to have a medical release form for any inhaler, even one that the student is carrying.**

MEDICATION DISPENSING (Wisconsin Statutes Section 118.29 DBS 5410)

- A written statement on the consent form is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing the school personnel from liability should reactions result from the medication.
- There must also be a physician form signed and on file for each prescription.
- These may be picked up at school when signing a child out for a medical appointment and the signed forms must be on file in the office before medication is dispensed.
- Drugs or medicines must be in a container with a label prepared by a pharmacist.
- Administration of the medication during school hours shall be by office personnel or personnel designated by the principal and in a manner consistent with instructions on the label.
- For over-the-counter (OTC) medicines (acetaminophen, cough medicine, ibuprofen, etc) the school office needs the following::

- A medication consent form filled out and signed by the parent/guardian and returned to school.
- The medication in its original bottle.
- For prescription medication, the school office needs:
 - A doctor note
 - A medication consent form filled out and signed by the parent/guardian and returned to school.
 - The medication in its pharmacy bottle.
 - Appropriate instruction in the administration of the medication.
- Cough drops may be stored in the school office.
- A confidential record will be established for each student receiving medication, including name of drug, times given, and person administering the medication.

REPORTING OF CHILD ABUSE or NEGLECT-DIOCESAN POLICY 5400

- It is the policy of the Diocese of Madison that employees of the diocesan schools comply with the reporting procedures mandated by Wisconsin's Child Abuse and Neglect Act and the VIRTUS program.
- This is carried out by Watertown Catholic School and Daycare.
- Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substances.
- Abuse can be physical, sexual or emotional maltreatment.
- Wisconsin State Statute 48.981 requires certain people to report cases of suspected child abuse or neglect. Among those people mentioned in the law are nurses, schoolteachers, social workers and administrators. We will comply with the reporting procedures as contained in Section 48.981 of the law.

SCHOOL POLICIES:

SCHOOL ADMISSION POLICY REGULATIONS:

- **Watertown Catholic School Non-Discrimination Statement:** Watertown Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.
- Registration for new students to the 3K-8 programs for the upcoming school year will take place in the winter of the year previous to entry.
 - There will be announcements prior to this in both the church bulletin and the local newspaper, as well as emails home to families.
 - WCS has a class size of 25 students per grade level.
 - The administration has the right to change the class-limit on a case-by-case basis.
 - For those entering grades other than 3K, 4K, or kindergarten, the school office will request records from the student's previous school.
 - During the registration time, if more than the limit of students enrolls for a particular class, preference will be given at the end of that time to students according to this order:
 - Other children in the family are already attending Watertown Catholic School.
 - Catholic parents previously attended Watertown Catholic School and are registered members of St. Henry or St. Bernard Parish.
 - Catholic parents are registered members of St. Henry or St. Bernard Parish.
 - One or both parents are registered members of another Catholic parish and the principal of that parish has no objection to a student enrolling at WCS; or, that parish does not have a school or a class or room for the student.
 - All remaining registrants that weekend will be considered on a lottery basis.
 - After open registration, any additional enrollees will be accepted on a first-come, first-served basis.
 - All children new to Watertown Catholic School or re-enrolling after an absence are accepted on a three-month probationary period to ascertain

whether Watertown Catholic School can adequately meet the educational needs of the student.

- If the principal makes the judgment that Watertown Catholic School would not be able to satisfactorily educate a child, he/she may deny admission for that student either at the time of application for admission or some time during or at the end of the probationary period.
- If a parent wishes to protest that decision, this may be done by contacting the pastor of the parish.
 - Requirements for 3K admission:
 - Children must be three years of age on or before the first day of September
 - Children must be toilet trained.
 - A record of up-to-date immunizations must be submitted to the school office.
 - Requirements for 4K admission:
 - Children must be four years of age on or before the first day of September
 - Children must be toilet trained
 - A record of up-to-date immunizations must be submitted to the school office.
 - Requirements for kindergarten admission:
 - Children must be five years of age on or before the first day of September of their kindergarten year.
 - A record of up-to-date immunizations must be submitted.
 - A baptismal record for Catholic and other Christian children must be submitted to office personnel, and a birth record for non-Christians.
 - For children entering Grades 1-8:
 - Students must have satisfactorily completed at least a full year of a half-day session of kindergarten before entering Grade 1 or satisfactorily completed a full year of the previous grade for those entering Grades 2-8.
 - Proof of this must be provided.
 - A record of up-to-date immunizations must be submitted.
 - A baptismal record for Catholic and other Christian children must be submitted to office personnel and a birth record for non-Christians.
 - The child's most recent report card must be presented at registration time or shortly thereafter.

- The parents must sign a request for transfer of all student records from the school the child last attended and provide the address and/or phone number of that school.

LOCKER POLICY:

- Lockers (or cubbies) will be assigned to students at WCS.
- Lockers are WCS property on loan to students.
- The lockers/shelves do not have locks, and locks should not be added to the lockers.
- The school is not responsible for theft, damage, or vandalism of property, including, but not limited to personal property and textbooks. WCS is not liable for personal property and not liable for damages to assigned lockers.
- Valuables must not be left in the lockers.
- WCS reserves the right to search lockers and contents of lockers at any time. Inspection of the interior of the lockers and locker contents may be conducted by school authorities for any reason at any time, without notice, without student or parental consent, and without a search warrant.
- At the end of the school day, lockers must be free from open food and trash.
- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
- Any items placed or posted on the inside of the locker must be removable and follow the school rules of appropriateness.

BIRTHDAYS:

- Students may bring in a treat to share with their class on their birthday.
- Please arrange with the teacher before bringing in a treat.
- If utensils, napkins, and/or plates are needed, they should be provided.
- PARTY INVITATIONS:
 - Any invitations to an event to which only a limited number of classmates will be invited and not the whole class, or not all the girls or not all the boys, should never be passed around at school.
 - If any valentines are brought to school for classmates, all classmates must receive them.
 - Parents should remind children to be conscious of the feelings of their classmates and not talk at school about upcoming or recent events in which only a limited number of classmates are or were invited.
 - Kindness should be the priority concern.

BICYCLES:

- Bicycles may be used as a form of transportation to school at WCS.
- A bike rack is provided for the student's use at St. Henry and St. Bernard.
- No one is allowed to play in the area of the bike racks, including students whose bicycles are on the rack.
- Bike riding is not permitted on the playground before school or during school hours.
- No one may use another's bicycle.
- Students should always lock their bicycles.
- Students are encouraged to use bicycle helmets. Helmets may be stored in classrooms or lockers.
- We cannot assume responsibility for damaged or missing bikes parked on the lot during school hours.

BUS TRANSPORTATION:

- Under the guidelines of state law, free bus transportation is available to many of our students if they reside in the Watertown School District.
- A complete schedule of bus routes is published in the newspaper before the school term begins.
- Children riding the school buses must cooperate with the rules and regulations of the Watertown Unified School District.
- If a difficulty arises, please contact the principal or a bus company supervisor at Riteway, 920-390-4446.
- Bus behavior:
 - Parents and students must acknowledge that school bus transportation is a privilege to the student, not a right.
 - Students who misbehave may be denied the privilege of riding the bus.
 - It is the duty of the driver to immediately report misconduct to the principal that the student attends.
 - The principal will discuss the matter with the child, call the parents, and may revoke the privilege of riding the bus for any period.
 - Misconduct that may result in loss of bus privileges includes:
 - Yelling
 - Cursing
 - Obscene language
 - Throwing things within the bus or out of the windows
 - Fighting
 - Damaging property
 - Any other behavior that may jeopardize health, safety, and welfare

CUSTODIAL RIGHTS:

- WCS will assume that both parents may continue to exercise parental rights unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent.
- This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents.
- In the absence of a court order to the contrary, we will provide non-custodial parents access to academic records and the right to contact their children's teachers in regard to their progress in school.
- If there is a court order limiting access to that information or to the children themselves, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

TECHNOLOGY/ACCEPTABLE USE POLICY:

WCS Computer Network Resources Acceptable Use Policy, Grades K-Adult

- Diocese of Madison Technology Philosophy: Use of technology by persons in Catholic Schools throughout the Diocese of Madison should support and facilitate excellence in all facets of Catholic education, thoughtfully embrace new avenues of learning and school operation, and advocate for media literacy and digital citizenship.

Introduction: We are pleased to be able to offer WCS students and personnel access to the WCS computer network resources which includes access to the Internet. The use of the WCS computer network, the Internet, and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of these privileges.

It is the policy of Watertown Catholic School to make a good faith effort to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification of minors.
- Comply with the Children's Internet Protection Act (CIPA)
- Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

General Computer Network Use: Users are responsible for appropriate behavior while using any of the computer resources at WCS. Computer administrators will review files to maintain system integrity and ensure that users are using the computers responsibly. To that extent, users should not expect that their files will be private. Students will be allowed to use devices only under the direct supervision of a teacher or staff member.

The activities listed below are not permitted:

- Taking or consuming food or beverage in the Computer Lab.
- Using offensive messages or pictures.
- Using someone else's password.
- Using, harming or destroying the data of another user.
- Intentionally damaging hardware or software.
- Changing settings on the computer without appropriate permission. This includes such things as desktop appearance, printer set-up, screensavers, etc.
- Downloading software or apps without permission from an adult staff member.
- Intentionally wasting limited resources such as disk space or paper.
- Transferring files or software to or from a school computer without appropriate permission.

Internet Use Access to the internet will enable users to conduct research and explore thousands of libraries, databases, and bulletin boards. Students' use of the Internet must be in support of education and research and consistent with the educational objectives of Watertown Catholic School.

Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Watertown Catholic School has a filter installed on its network to protect users from access to offensive material. However, users should be aware that no filter can block 100% of all offensive material. However, while our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet far exceed the disadvantages. One of the primary goals at WCS is to teach students to use the Internet in a responsible manner.

In addition to the rules listed previously for General Computer Network Use,

when using the WCS computer network to access the Internet, the activities listed below are not permitted:

- Viewing or sending offensive messages or pictures. Taking and sharing pictures, videos, or audio recordings of anyone without their permission.
- Harassing, insulting or attacking others.
- Intentionally harming computers, computer systems, or computer resources. This includes the creation and distribution of computer viruses.
- Hacking or any other unlawful activity by a minor while online.
- Students are not allowed to disclose, use or disseminate any of their own personal information or the personal information of another student. This information includes a complete name, phone number, address, or identifiable photo.
- Students checking email without appropriate permission.
- Students accessing programs or web pages which do not pertain to the assignment or project at hand.
- Using the internet for commercial purposes, financial gain, or fraud.

Student Work: Student work is done either through Google Docs or other software as directed by the teacher. Work is saved in the cloud or on the school server. After prior notice has been given, files may be deleted from the system to protect the integrity of the network or because of space limitations. Upon graduation or withdrawal from the school, all student work will be deleted from the school's servers.

Information Technology Curriculum: Educating students regarding these acceptable and appropriate uses of technology is included as part of the technology curriculum. Age appropriate lessons include, but are not limited to:

- Appropriate online behavior for minors and how to respond to inappropriate or unsafe situations that may arise on the internet.
- Guidelines and rules for social networking platforms and chat rooms
- Information on cyber bullying, cyber-harassment, including definition, reporting, and legal ramifications
- Personal digital footprints and their ramifications
- Appropriate precautions to prevent viruses from entering Watertown Catholic's network resources.

Copyright: All users will abide by federal copyright laws. Copyright violation occurs when a person inappropriately reproduces or transmits material that is protected by

copyright. For example, most software is protected by copyright and may not be copied without permission of the copyright owner. Users who willfully disregard copyright law are in violation of this policy, are doing so at their own risk, and assume all liability.

Consequences: Violations of any of the rules listed above will be handled in accordance with the WCS Discipline Policy or at the discretion of the Principal or Pastor. In certain instances, consequences may include:

- Suspension from class
- Suspension from school
- Loss of computer network access

Legal action: Watertown Catholic School personnel will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through or with WCS devices or network resources. Also, please be advised that users, or their parents or guardians, may be held financially responsible for the deliberate damage of computer equipment, including chrome books, iPads, and any other technology tool or for any unauthorized financial commitments made through the Internet.

PLAGIARISM POLICY:

Rationale for Plagiarism Guidelines: In today's society, with many communication methods available for students and staff, we are continually exposed to other people's ideas. Students hear them in lectures, read them in texts or on the Internet, discuss others' ideas in class and incorporate them into writing projects. It is necessary to give credit to these sources when they are used in producing original work. The definition of plagiarism is "using others' ideas and words without clearly acknowledging the source of information."

Procedures in Handling Cases of Suspected Plagiarism:

- When an assignment is suspected of being plagiarized, it is recommended that the teacher consider the following procedures:
 - The teacher will photocopy the work and place a copy on file as potential evidence.
 - The teacher will hold a conference with the student.
 - The teacher may be asked to supply earlier drafts or other forms of preparatory work for the assignment.
 - The teacher will give notice to the principal that an incident of plagiarism is being considered.

- The teacher will have a conference with the student and/or parent/principal.
- The teacher may use online search engines to find original material.
- The teacher will notify the family of suspected plagiarism.

Penalties for Plagiarism Incidents:

- If intentional plagiarism is confirmed, consequences include:
 - FIRST OFFENSE:
 - Warning
 - SECOND OFFENSE:
 - Zero credit for that assignment
 - Parents Notification
 - Detention
 - Student and parent will be informed of consequences for third offense
 - THIRD OFFENSE:
 - Parents are notified
 - Serve office referral (½ day in school suspension)
 - One week suspension from participation in athletics
 - The student will receive an “F” for that trimester in that class
 - FOURTH OFFENSE:
 - Principal, parent, and student will meet and discuss a course of action.
 - Time frame will be for one school year
 - The student will begin the next school year with a clean slate, however, the consequences will begin with the Second Offense.

DRESS CODE POLICY:

- All shorts need to be no less than 4 inches from the top of the knee.
- Shorts may be worn April 15-October 15 or if the predicted high for Watertown according to weather.gov is above 70 degrees.
- Rompers may be worn if it meets the length requirement.
- NO SHORTS may be worn to Mass. Students will be able to change after Mass.
- NO CUT OFFS
- No sleeveless shirts or sleeveless dresses. Keyhole/cold shoulder shirts must cover the bra straps and most of the shoulder.
- No sheer, mesh, or lace tops are allowed (even with an undershirt). Lace sleeves are allowed.

- No tight fitting pants (yoga or otherwise)/shorts/skirts. Shirts must cover the stomach and back area at all times.
- Dresses, skirts, and tunic must be no less than 4 inches from the top of the knee.
- Clothing cannot have any holes, rips, or frays in them.
- NO SWEATPANTS.
- No athletic pants for Mass.
- For the purpose of our dress code, athletic pants/joggers are defined as pants associated with athletic activity (different from dress pants, jeans, or khakis).
- No clothing with inappropriate pictures, language, suggestive messages, innuendos, obscenities, excessive blood/gore, advertisements related to drugs/alcohol/tobacco, or gang emblems.
- No head coverings to include: caps, hats, beanies, bandannas, headscarves, combs, rakes, rags, picks, sweat bands, or rollers.
- No house shoes or slippers.
- No chains or other jewelry items that may be perceived as dangerous or a weapon.
- Children with snow pants, boots, hats and gloves will be allowed to play in designated snow areas at recess during the winter.
- All students need to have shoes that they can wear for physical education.
- They must be ones that give the student good support but do not leave black marks or in any other way damage the floor.
- Students in grades 6-8 must also have t-shirts and modest athletic shorts for class.
- Parents are responsible for what their children wear and we ask for your cooperation.
- We reserve the right to decide what is 'appropriate' and to ask a student not to wear a particular piece of clothing again.
- Parents will be notified if a repeated offense occurs and may be asked to bring a change of clothing for their child if it is very inappropriate.
- We will have extra clothes on hand for students who can't have a new outfit brought in to wear.

TUITION:

Watertown Catholic School uses a tuition management service called Facts. All families must enroll in Facts in order to pay tuition. Optional online payments can be submitted for hot lunch, daycare, field trips, and other fees.

- There are no registration fees or separate book bills for Watertown Catholic School parents.
- Parents have a number of options in regard to tuition payments.
 - They may pay in full for the upcoming year on or before August 30.
 - If not, they are required to sign up for the services of a company that handles tuition payments for the school for a yearly per family fee.
 - Monthly payments for the upcoming school year normally begin in the previous August with the last one due the following June – a 10 month plan.
 - Parents may choose either automatic deduction from their bank account or paying with a monthly invoice.
 - There are additional charges for any late payments.

2024-25 Tuition Costs:

- \$1,400 3K (T & Th 8-11:10 am)
- \$2,000 3K (T & Th 8am-3 pm)
- \$2,100 4K ½ Day Option (M-F)
- \$2,950 1st Child (4K-8th)
- 2nd Child \$500 off tuition
- 3rd Child \$1,000 off tuition
- No cost for additional children
- \$50 Home and School fee

FINANCIAL ASSISTANCE:

- Tuition assistance is available to families registered at WCS.
- Applications are available through the software company, FACTS. All requests for tuition assistance are kept strictly confidential.
- Distribution of funds is based on need.
- Families may talk with the pastor and principal if financial help is needed beyond what FACTS has determined.
- This is done on a case-by-case basis.
- All families participating in the financial assistance program are required to apply for the free and reduced hot lunch program.

PARISH INVESTMENT:

Both parishes share in the financial responsibility of the education of the students. Parish subsidy is that amount contributed by the parish annually for the operation of the school.

WITHDRAWAL:

- Parents should fill out a withdrawal form and submit it to the school office.
- It is helpful to know the last day your child will be attending classes.
- Please provide a forwarding address for communication purposes.
- Official school records are forwarded directly to the new school upon receipt of the formal request letter from the new school.

FUNDRAISING:

- All fundraising efforts are done in compliance with the Diocesan Policy.
- There may be different items for sale or events that are optional to participate.

STATE AND FEDERAL PROGRAMS:

There are several state and federal programs that are available to non-public students on an equal basis as their public school counterparts. These programs are administered through the Watertown School District.

- State program includes:
 - **Transportation:** Wisconsin public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations and discipline. Families who reside in school districts other than Watertown are encouraged to seek reimbursement for busing if your home residence qualifies under the district policy.
- Federal programs include:
 - **Special Education:** Districts shall identify students and make available special education services to all students who qualify even if the student attends a nonpublic school. The district can provide assessment, periodic observation, review of progress and establish an ILP (Individual Learning Plan).
 - **Title 1:** The program provides supplementary instruction and/or additional materials in math, reading, and language arts to students with identified needs.

SCHOOL ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION:

WCS has a very active Home and School Association responsible for the following activities: student enrichment, socials, and some fundraising. It is the responsibility of the Home and School Association to support the principal, teachers and overall school program.

EDUCATION COMMISSION: Purpose and Functions

Purpose. Utilizing a process of consensus, the purpose of the Commission shall be to ensure the quality of education and effective operation of the school by implementing the functions set forth below in Section "Functions". When performing the work of the Commission, members will comply and/or collaborate with: (1) the State of Wisconsin Department of Public Instruction, (2) the Diocese of Madison, (3) Pastoral Council, (4) Finance Council, (5) the Pastor of the Parish, and (6) the Principal of the School.

Functions. The functions of the Commission are:

- a. To promote public understanding of, and support for, the School. A fundamental aspect of this function shall be to seek, evaluate, and respond to information received from parents, guardians, students, parishioners, and staff of the School and Parish.
- b. To properly and consistently accept for consideration, information that is received from parents, guardians, students, parishioners, and staff regarding the quality of education and effective operation of the School, and as necessary, to develop and recommend responsive policies for review and approval by the Pastor, Pastoral Council, and/or Finance Council.
- c. To work collaboratively with the Principal to develop, recommend, and review implementation of policies, and short-term and long-range planning, which ensures the quality of education and effective operation of the School.
- d. To act as an umbrella for all student-related school and parish organizations allowing for collaborative and cooperative operations. **Organizations include but are not limited to: Athletic Association, Faith & Family committee, Home & School Association, Religious Education program, and Scrip/Raise Right program.** This function shall be performed subject to approval by the Pastor, Pastoral Council, and/or Finance council.
- e. To oversee fundraising efforts performed by the member organizations on behalf of the Catholic School. This function shall be performed: subject to approval by the Pastor, Pastoral Council, and/or Finance Council; in accord with the Catholic School Development and Fundraising Policy; and shall not only foster and coordinate school-related fundraising, but also clearly identify how funds raised will support educational programs and activities that are consistent with short-term and long-term planning for the School.

Members. The voting members of the Commission are: a leader or appointed representative from each of the student-related school and parish organizations as described in Section “Functions”. Additional non-voting representation on the commission shall be the Pastor, Principal, and appointed staff.

PARTIAL COPY of HANDBOOK COMPLIANCE SHEET

Parents are given a separate sheet containing these statements. The sheet must be returned with necessary signatures and date within two weeks of receiving it. Dear Watertown Catholic School Families, Adherence to the policies, regulations, and procedures in the Watertown Catholic School Parent and Student Handbook is a necessary condition of enrollment and continued attendance at Watertown Catholic School. Parents must read the handbook and agree to follow the policies, regulations, and procedures therein and try to live by the spirit of the core values and guiding Scripture shared in the foundational documents in the opening section of the handbook. Reviewing relevant sections of this handbook with your children further emphasizes your support of and partnership with Watertown Catholic School. Please take the time to read the handbook and then return this form to the school within two weeks of receiving it. I/we have read the Watertown Catholic School Parent and Student Handbook and discussed it with our children. We agree to be bound by its policies, regulations, and procedures. (Signatures and dates follow.)

Signature	Date
-----------	------

Signature	Date
-----------	------