



St. Therese Catholic School - STS

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School Organization Structure

STS School is a not-for-profit organization.

School Governing Board Members

Trevor Seivert
Derick Kiger

Application Appeal Process

Denied applicants for admission to the STS Private School Choice Program may request a second review by the governing board. To make an appeal, parents/guardians may file a written letter of appeal, including the date and signature, with the school principal. The appeal must be received by the school principal within two days of the notice of non-acceptance.

Suspension and Expulsion Policy

Suspensions may be given in cases of extreme misconduct. Serious discipline problems, which may cause immediate suspension or hearing before the pastor and principal, include but are not limited to, behavior that threatens safety or well-being, disruptive, disrespectful, or harmful conduct, violations of school rules or academic integrity, damage to or misuse of property, possession or use of prohibited or dangerous items, actions that significantly disrupt school operations or violate the law.

If the principal assigns a suspension, the parent/guardian will be contacted and notified of the terms of the suspension, if a consultation meeting is necessary, and when the child may return. The length of the suspension and whether it is served in-school or out of school will be at the discretion of the principal. Parents/guardians may file a written letter of appeal, including the date and signature, with the school principal who will make the final decision.

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. Students may be given an assignment(s) and homework to help them to take responsibility for their behavior. These assignments typically require the student to describe the offending behavior or incident, explain why his/her solution was not appropriate, identify more positive solutions, and integrate a biblical point of view along with keeping informed with the classroom materials while they are on suspension.

Expulsion is the most serious disciplinary step a school can impose on a student and has serious implications for the student and his/her family. Expulsion is permanent, and both the Diocesan Schools Office and the public school district of residence will be notified. 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.

Some examples of the need for expulsion are ineffective suspensions and probations, severe behaviors, gross academic apathy, or chronic discipline problems. The student will meet with the principal, parent(s), and pastor. There will be a suspension issued with a warning of expulsion. Notification will be sent to the diocese of pending expulsion, and a meeting will be set with the governing board to make the final decision.

If a student's conduct is serious enough to merit a recommendation of expulsion by the school administration, the following procedure will be followed:

- The school principal will communicate to the student and parents/guardians the reason(s) for a recommendation of expulsion.
- The school principal will notify the governing board as to the recommendation. A date and time will be established for the board to hear the recommendation.
- The students and parents/guardians will be notified as to the date and time of the meeting. If the parent/guardian wishes to withdraw the student rather than proceed with the expulsion hearing, the request must be received by the principal in writing at least one day before the scheduled expulsion meeting.
- The governing board will then meet with the school principal, the teachers involved, the student and parents/guardians for a hearing.
- The teacher, student, and parents/guardians will then be excused; at which time, the board will make a final decision regarding the expulsion.
- Notification will be sent to the Diocesan Schools Office and the school district of residence.

Transfer of Credits Policy

Upon review and approval by the school principal, students transferring into STS from a non-accredited school or home school program may receive credit for courses successfully completed in the non-accredited school within the following guidelines:

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- Documentation must be provided by the sending school as to the course of study the student followed, materials used, total number of contact hours per course, and scores of any standardized tests the student has taken.
 - Grades and credits will not be included in the calculation of GPA nor class rank.

High School Diploma Policy

STS does not offer high school grade(s) and does not grant a high school diploma.

Non-Harassment Policy

It is the policy of STS 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. St. Therese 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 STS with whom they have confidence to trust. Parents/guardians or students should contact the classroom teacher and/or school principal if there is suspicion of harassment. All reports will be taken seriously, and steps will be taken to obtain confidential information from teachers, counselors, individual students, and witnesses to root out the problem, identify a solution, and eliminate retaliation.

Parents/guardians or students will be notified following the investigation of the incident, as to whether the report was determined to be unfounded or founded and, if found, whether the incident was determined to be harassment.

Parents/guardians or students will be notified of the possible interventions available to their student and provided with a description of steps taken to assist their child, including a safety plan, if appropriate. The school cannot share information regarding disciplinary action and/or interventions implemented with other students (i.e., the student engaging in the bullying behavior) due to confidentiality policies.

Visitor Policy

For safety purposes, all doors at STS school remain locked during the day. Visitor access during school hours is only through the front door. Visitors will be asked to state their business prior to entering the school using the exterior school intercom system. Visitors will then sign in at the office and receive a visitor badge.