



Holy Apostles

CATHOLIC PARISH AND SCHOOL

Parent/Student Handbook

2023-2024

Love God. Love Others.
Transform Our World

www.hanbschool.org

3875 S. 159th St.

New Berlin, WI 53151

School Office: 262-786-7331

Table of Contents

School Mission	1
School Philosophy & Goals.....	1
Faculty and Staff.....	2
Admissions Non-Discrimination Statement	3
3K Program Admissions	4
4K Program Admissions	4
Kindergarten Admissions	4
First Grade Admissions.....	4
Attendance and Absences.....	5
Tardiness	6
Truancy.....	6
Busing.....	7
Bus Regulations	7
Car Drop-Off and Pick-Up Rules	9
Parking and Entering the School	10
Change of Address	10
Child Custody Arrangements	10
Communication with Teachers and School Administration	11
Announcements.....	11
Complaint Procedures for Parents.....	12
Discipline Prevention System.....	14
Philosophy.....	14
Expectations for Student Conduct	16
Bullying and Harassment.....	17
Detention	18
Probation.....	18
Suspension	19
Expulsion	19
Appeal	20
Dress Code Policy for 5K-8 th grade.....	21
Emergency Information	24
Extracurricular Activities	24
Interscholastic Athletics.....	25
School Colors and Mascot	26

Field Trips.....27

Fire Drills and Other Emergency Drills27

 Standard Response Protocol.....27

First Day of School.....30

Food Allergies.....30

Funerals.....30

Grading Standards.....31

 Assessments.....31

Graduation32

 8th Grade Legacy.....32

Student Wellness33

 Immunizations.....33

 Medications.....33

 Illness34

 Mandatory Reporting of Child Abuse and Neglect35

 Suicide Prevention and Intervention36

Home and School Association.....36

Homework.....36

School Hours38

 School Hours38

 School Closings and Emergency Closings.....39

 Emergency Weather Information39

Library Usage.....40

 Overdue Policy and Fines.....40

Liturgies and Prayer41

Lost and Found.....41

Lunch Period42

 Playground Supervision.....42

Parties43

Pets.....43

Photography and Video Consent and Authorization43

Retention43

Report Cards and Progress Reports44

Sacraments.....44

School Commission45

School Property.....45
 School Lockers and Desks45
School Security.....46
 Security Cameras.....46
 Police Questioning and Apprehension.....46
Student Records.....46
Teacher Aide Program.....47
Technology.....47
 Acceptable Use Policy.....47
 Use of Phones49
 Social Media50
Tuition and Fees.....51
 Tuition Assistance.....51
 Tuition in Arrears.....51
 Tax Deduction for Tuition Expenses.....52
Visitors and Volunteers.....52
Walkers and Bike Riders.....53
Withdrawals and Transfers.....53

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

School Mission

Holy Apostles School is a Catholic K-8 elementary school serving the community of and around New Berlin, WI since 1893. Our Mission calls us to advance the educational ministry of the Catholic Church by creating a compassionate atmosphere which develops faith, service, and academic excellence.

School Philosophy & Goals

- We believe that each child who comes to us is a unique individual created by God, endowed with potential capabilities to grow and mature and become a responsible, loving, and faith-filled adult.
- We believe it is our responsibility, in cooperation with the parents of these boys and girls, to provide a loving and trust-filled environment for them in which they can begin to recognize their potential for discovering and creating.
- We believe in the continuous progress approach to learning. The children learn to recognize their abilities, their strengths and weaknesses, and discover the means in their environment that will best help them acquire the tools, skills, and knowledge to continue to learn.
- As a Catholic institution, Holy Apostles Catholic School exists in order that a friendly atmosphere may be created for the boys and girls who come to us, so that they may learn to live in the present with an ever increasing awareness of who they are in relation to God and to others through Christian attitudes, concepts, and the lessons we teach them.

We wish to develop within each student a:

- Level of excellence in the academic skills according to each one's capabilities.
- Love for learning by developing each one's abilities and talents.
- Sense of discipline, respect, cooperation, and trust toward themselves, their teachers, their friends, and their parents.
- Faith life that is receptive, active, responsive, and rooted in Christian values.
- Love for God which will be strong and enduring.

Faculty and Staff

Fr. Arul Ponnaiyan, Pastor
Mrs. Lori Suarez, Principal
Mrs. Nell Lemke & Mrs. Cory Flores, Administrative Secretaries
Ms. Cathy Kornacki, School Secretary
Mrs. Susan Bindl, Communications/Admissions Manager
Mr. Michael Monahan, Information Technology

<p>3K Mrs. Shannon Rogaczewski (5-day) Mrs. Lynda Gilpin, Aide Mrs. Shari Schulz (3-day) Mrs. Danielle Bregant, Aide</p> <p>4K Ms. Amy Andrade Mrs. Maura Porn Mrs. Amy Cullinane Ms. Alicen Reiswitz, Aide Mrs. Cheri Blum, Aide Mrs. Kathy Bonneville, Aide</p> <p>5K Mrs. Tara Sanicola Ms. Jolene Bernal (Chartier) Mrs. Kathy Bonneville, Aide</p> <p>1st Grade Mrs. Liz Dinon Ms. Sarah Norgord</p> <p>2nd Grade Mr. Tyler Cobb Mrs. Ashley Banton</p>	<p>3rd Grade Miss Julie Schaefer Miss Sara Viduski</p> <p>4th Grade Mrs. Mary Schwieso Ms. Pamela Ganswindt</p> <p>5th Grade Ms. Gabby Laske Long Term Substitute</p> <p>6th Grade Mrs. Michelle Bula, Language Arts Ms. Kim McFadden, Math</p> <p>7th Grade Mrs. Lisa Laabs, Science Mr. Tom New, Literature</p> <p>8th Grade Mrs. Joan Flayter, Religion Mr. Jim Parker, Social Studies</p>
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Specials

Mrs. Kellan Kurth, Spanish
Mrs. Alyssa Wilda, Music
Mrs. Nicole Klass, P.E.

Mr. Randy Ferrell, Librarian
Mrs. Lori Poniewaz, Learning Center
Mrs. Melissa Becker, Learning Center

Admissions Non-Discrimination Statement

Holy Apostles Catholic School respects the dignity of every child. It shall be the policy of the Holy Apostles Catholic School not to discriminate on the basis of race, color, or national origin in its educational programs, activities, recruitment of students, or employment of staff as required by [Title VI of the Civil Rights Act of 1964](#).

If any person believes that Holy Apostles Catholic School or part of the school organization has inadequately applied the principles and/or regulations of Title VI, [Title IX](#), or [Section 504 of the Rehabilitation Act of 1973](#), or is in some way discriminatory on the basis of race, color, national origin, sex, or handicap, he or she may bring forward a complaint to the principal of Holy Apostles Catholic School. In accordance with Federal law and U.S. Department of Education policy, our school is prohibited from discriminating on the basis of race, color, national origin, or sex. To file a complaint of discrimination write to the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100; call 800-421-3481, 800-877-8339 (TDD); or complete the [online complaint form](#).

Non-Catholic students are welcomed for enrollment at Holy Apostles Catholic School. Because of the nature of a Catholic school, religion is taught daily as part of the curriculum. Catholic values are also incorporated into all other aspects of the curriculum. Students are expected to attend Mass, study Scripture, and become involved in outreach activities. All students attending Holy Apostles Catholic School must participate in religion classes, including homework and parental involvement. All students must be present at all liturgical celebrations and prayer services. Non-Catholic student are encouraged to participate to the extent to which they are allowed by the Catholic religion and their own.

Registrations for the upcoming school year will begin for current families in November, for parishioners in December, and the community at large in January. During the registration period, students will be accepted according to the following priorities:

1. Children who are currently enrolled in the school.
2. Children who presently have an older brother or sister in the school.
3. New student from families who are parishioners of Holy Apostles Catholic Parish.
4. New students from families who are parishioners of St. Elizabeth Ann Seton or St. Luke.
5. Other new students from non-parishioner or future parishioner families.

Additional registrants beyond the class size limit will be placed on a waiting list. Family registration fees are non-refundable as they are processing fees and are payable at the time of registration for all families. The Registration Fee may vary from year to year.

Additional Requirements for Application

1. Students must meet the immunization requirements as stated in the [Wisconsin Statute](#) and the [Archdiocese of Milwaukee Schools Policy Handbook §5141.31](#).
2. All new incoming students for grades 1-8 may be given an individual achievement test.
3. All new incoming students are on probation during their first semester here. The principal and the student's teachers will evaluate his or her spiritual, academic, social, psychological, and physical adjustment to see if Holy Apostles Catholic School will meet their needs.
4. If an incoming student's parents are divorced, a copy of the legal custody document must be submitted.
5. Holy Apostles Catholic School also recognizes the Gender Identity Policy found within the [Archdiocese of Milwaukee Schools Policy Handbook](#).

3K Program Admissions

To enter 3K Program, the child must be 3 years of age on or before September 1st in the year child proposes to enter school.

4K Program Admissions

To enter 4K Program, the child must be 4 years of age on or before September 1st in the year the child proposes to enter school.

Kindergarten Admissions

To enter kindergarten, the child must be 5 years of age on or before September 1st in the year the child proposes to enter school.

First Grade Admissions

To enter first grade, the child must be 6 years of age on or before September 1st in the year the child proposes to enter school.

Attendance and Absences

It is the shared responsibility of Holy Apostles Catholic School and the home to assist students to develop desirable habits of punctuality and attendance. Students ages six to 18 are expected to attend school regularly in compliance with [Wisconsin Statute 118.15](#), unless he/she: 1) excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. **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). All absences, excused or unexcused, must be recorded in the legal attendance records.

Examples of excused absences

- Personal illness (medical verification may be required)
- Family emergencies or crises
- Attendance at a funeral or religious service
- Medical and/or legal appointments
- Severe weather when school is not officially closed

Examples of unexcused absences

- Working
- Babysitting
- Car trouble
- Oversleeping
- Running late
- Missing the bus

When a student is absent:

1. Call the school before 8:00 a.m. and give the child's name, grade, room number or teacher's name, as well as the reason for the absence. Parents can also email the child's absence information to schooloffice@hanb.org.
2. Prolonged absences are strongly discouraged. It is requested that parents notify the school office and staff at least one week prior to a student's prolonged absence due to a family vacation. Homework is not given in advance of vacations. Students absent due to vacations must turn in pre-assigned assignments or tests on the day they are due. If the assignments fall during their vacation, they should be turned in prior to leaving. If the tests occur during their vacation, they will take the test on the day they get back.
3. Classwork must be returned promptly. The student will have one school day for every school sick day missed to make up work. After that time, the student will receive an incomplete. Special circumstances due to extended illness or a death in the family will be handled on an individual basis.
4. **A student who is absent from school is normally not allowed to participate in after school or evening activities such as extracurricular clubs or sports.**

Early dismissal, for any reason, must be requested in writing to the School Office before the student may be dismissed. A student dismissed early should be picked up in the school's Main Office. If there is a last-minute change, and early dismissal is necessary, please call the School Office to coordinate pickup.

Teachers are not to release students from school without the prior approval of the school administration. The school administration may release a student during the school day upon written request of a parent or legal guardian, and after verifying that a valid request exists for the student to be released. As a further precautionary measure, the student's record is consulted to make certain that the adult requesting the student's release is his or her legal parent or guardian. When allowing a student to visit another, a permission note from **both the HOST parent and the VISITING parent** is required and must be approved at the school's Main Office.

Tardiness

Promptness to school is a family's responsibility. Habitual tardiness (5K-8th grade) is a serious problem and excessiveness will result in academic and disciplinary action including reporting of truancy to local officials. Students must check in at the office when they arrive late to school.

1. Students who arrive at their classroom after the tardy bell (8:15 a.m.) should go directly to the office to get a tardy slip.
2. Once a student gets ten (10) tardy slips within a trimester, the classroom teacher will make the first call to the family. The office will be notified by the teacher when a student reaches (10) tardies.
3. After the phone call by the teacher, a letter will be sent home from the office and a copy will be placed in the student's cumulative file.
4. If a student gets to twenty (20) tardies in a trimester, the student's parents will be called to meet with the principal. A second letter will be sent home with a copy placed in the student's cumulative file.

Truancy

Truancy is defined as being habitually absent. Leaving school without permission is also classified as truancy. Having unexcused absences in excess of four times (4+) per trimester constitutes truancy. Habitual absences due to illness must be accompanied by a doctor's note. Frequent or prolonged absence from school or parts of the school day or repeated tardiness without satisfactory reason as determined by the school administration, shall be grounds for suspension.

Busing

Bus transportation is provided through the New Berlin Public School district for those families residing within the established busing boundaries. Bus transportation is provided for students in grade 4K through 8.

Residents in the New Berlin Public School District are bused by [Durham Bus Company](#), and should receive verification of routes directly from them. It is the policy of the New Berlin School Board to transport by bus all students within the bus boundaries. You may contact Durham Bus Company regarding questions or concerns at (262) 784-5091 or (262) 784-7278.

Bus Regulations

The following regulations established by the State of Wisconsin and the bus company will be observed by the students. COVID-19 rules and masking regulations will apply.

Students shall:

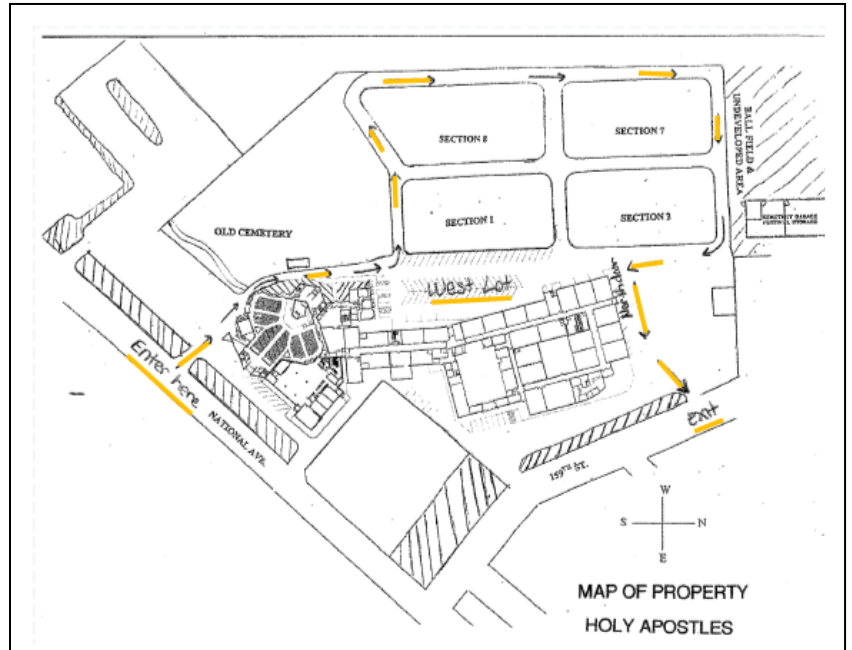
1. Be at the assigned loading area on time in the morning and in the afternoon. Drivers will wait a reasonable length of time for students, but repeated tardiness, in fairness to other riders, will require other means of transportation.
2. Buses will be marked with a large route number. Know your route number, time, and place of pick-up.
3. Be careful in approaching bus stops. Walk on the left side of the road toward oncoming traffic.
4. If it is necessary to cross the road after leaving the bus, always wait for a signal from the driver — then cross IN FRONT of the bus.
5. ALL students must remain seated while the bus is moving.
6. No one is to extend his or her head, arms, or hands out of the windows. WINDOWS MAY BE OPENED ONLY WITH THE DRIVER'S CONSENT.
7. All buses are in good condition. Everyone is expected to cooperate in keeping them that way. Students will be expected to pay for any damage done to the bus.
8. While you are on the bus, you are under the complete authority of the driver. OBEY his or her instructions promptly and cheerfully. Drivers have been instructed to notify the school whenever a student violates state law or a bus company regulation. Such students will be subject to disciplinary action, the least of which will be suspension of their privilege of riding the bus to and from school for a period of time. Parents will be notified by the school of rule infractions and disciplinary action taken.

9. Loud talking, laughing, or unnecessary confusion diverts the driver's attention and makes the task of providing safe transportation extremely difficult. The driver will assign students to specific seats when he or she deems it necessary.
10. UNDER NO CIRCUMSTANCES will the emergency door be opened except as directed by the driver in case of emergency.
11. A STUDENT MUST BRING WRITTEN PERMISSION FROM A PARENT TO RIDE A BUS OTHER THAN THE ONE ASSIGNED. The person with whom the student is going must ALSO bring a note from his or her parent(s) stating they are aware of the arrangement made. School Office approval of the request makes the change in normal procedure possible.
12. NO STUDENT WILL BE PERMITTED TO RETURN HOME FROM A REGULAR, DAILY SCHOOL SESSION BY MEANS OTHER THAN SCHOOL BUS, EXCEPT WHEN ADMINISTRATIVE APPROVAL HAS BEEN GIVEN IN ADVANCE. When a parent or other relative is going to provide transportation home at the end of the day, the student should provide a parent signed note which includes the specifics to their teacher/School Office. In the event a student is visiting another student, written permission from BOTH FAMILIES IS THE POLICY. Without written permission, the request will not be granted. Any student who accepts a ride home with an unauthorized person will be subject to stern disciplinary action. Parents and students should understand the need for, and the advisability of, the procedures and regulations that have been indicated.

Car Drop-Off and Pick-Up Rules

When dropping off your 5K+ child before school or picking up your child at the end of the school day, **you MUST use the car drop off line off of National Avenue through the cemetery, dropping off at the North Entrance Doors**. Vehicles entering Holy Apostles Catholic School to drop off children can only ENTER from the church parking lot and EXIT from the southeast side of the school parking lot. Once you enter from National Avenue stay to the left for car line and to the right to park and drop off your 3K-4K kids by the West Doors. Please also make note of the 8mph speed limit within the cemetery. **The front entrance of the school is reserved for bus students only in the morning.** It is not an alternate carpool drop-off location.

3K/4K families please follow the PreK drop-off instructions on the Parent Resources Page on our website. 5K families —If you feel the need to get out of your vehicle for **any reason** while in line, or if your child needs help unbuckling and getting out of your vehicle, please park in the west lot instead of causing a traffic jam in line. Once you have parked, you can then walk your child or children to the North door.



1. Drive up 3 car lengths past the North Entrance to the posted sign. When vehicles are approaching the drop-off zone, children should have their backpacks or other items ready. Simply pull up as far past the north door as possible and drop your child or children off. Your child or children should be prepared to exit the car quickly once they get to the zone.
2. Staff monitors will open the North Entrance doors at 8:05 a.m. Please note there is no supervision before 8:05 a.m. Students should not be dropped off before 8:05am.
3. Children should only be exiting or entering the passenger side (school side) of the vehicle. When vehicles are within the drop-off zone, children must exit the vehicle as quickly and safely as possible.
4. At no time should a driver “pull around” a vehicle in front of them.
5. **There is absolutely no “Double Parking”**. Pull into a parking space in the West lot to take care of your business.

6. Once your child or children are out of the vehicle, please pull away. It is not necessary to “watch” your child or children walk into the school building. There are teachers inside who will make sure they are safe.
7. Vehicles using the drop-off or pick-up line must exit the parking lot using 159th Street.
8. The school doors are closed at 8:15 a.m. If you are running late for morning drop off (8:15 a.m. or after), please do not enter the drop off line off of National Avenue. Instead, please drop your child off by the school office (159th Street). After 8:15 a.m., our kids are starting to put out cones on the playground and the traffic pattern changes to allow cars to exit out the cemetery onto National Avenue.
9. In the afternoon, students are reminded to stay in sight of the supervising teacher at the end of the day. They are to wait near the teacher so they can be seen and released to a parent or guardian. Children are NOT to walk around to the Gathering Place or Welcome Center to meet their parent or guardian. Students will be subject to disciplinary action for violating these school rules.
10. Parents are prohibited from parking in the main church parking lot and/or Gym at drop-off or pick-up.

Parking and Entering the School

Parking during school hours will be limited to 159th Street for visitors and volunteers. All visitors and volunteers must sign-in at the Main Office and receive a “Visitor” badge through our Raptor System before proceeding into the school. All parents and visitors must bring their drivers license to check in.

Change of Address

You must notify the School Office in writing or by email if you are moving, changing addresses, emails, or telephone numbers.

Child Custody Arrangements

When Holy Apostles Catholic School learns that a student is the subject of a court decree which restricts the placement or contact of either parent with the child or children, a request shall be given to the parent with whom the child lives to submit a copy of the court decree. If a court has issued an order pursuant to [Wisconsin Statute 767.24](#), all information regarding the student shall be available to both parents in conformity with [Wisconsin Statute 118.125\(2\)\(a\)](#) unless a parent who has been denied periods of physical placement with a child, in which case NO student information will be provided to the parent who has been denied periods of physical placement, in conformity with [Wisconsin Statute 118.125\(2\)\(m\)](#) and the [Archdiocese of Milwaukee 5124.2](#).

Communication with Teachers and School Administration

Administration

The pastor is the “ex-officio,” the chief administrator of the school. The specific direction of the school is delegated to the principal. The principal is ultimately responsible for all decisions and has the ability to deal with these decisions, revisions, and consequences on an individual (or student-by-student) basis.

The specific direction of the classroom is delegated to the teacher.

The specific direction of outside activities (lunch and playground supervision, extra-curricular activities, etc.) is delegated to the person in charge, in compliance with the directions from the principal.

If questions regarding procedures should arise:

1. Consult the teacher with concerns directly.
2. Consult the principal ONLY if the first step proved to be of no help.
3. Consult the pastor ONLY if the first two steps proved to be of no help.

Announcements

The announcements for the day are made over the P.A. system each morning at 8:15 a.m. If a person wishes to have an announcement made concerning an activity, he or she must have it in writing and in the School Office in advance. Notices posted within the school must be approved by the administration.

Communication with Teachers

To contact a teacher, please email the teacher or call the School Office to leave a message. The teacher will return your call as quickly as possible. Teachers will not be interrupted during their teaching time for a phone call. Due to the limitations of email to communicate personal concerns, time-sensitive messages, or action-oriented messages, email is not the acceptable method for addressing your concerns. All teachers have their own Holy Apostles Catholic School email accounts. Email should only be used for non-critical information or simple communication. If you want your matter to be given prompt attention, call the school directly. To be respectful of all families, students and staff, it will be necessary to schedule all meetings with faculty and staff in advance.

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 this 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.

Complaint Procedures for Parents

Any parent who has a concern shall discuss the matter with the teacher first, and then the principal, if the matter is not solved. An informal grievance not raised in a timely manner (generally not to exceed ten (10) days) shall be considered to be waived. If the situation is not adjusted in a manner satisfactory to the parent(s), or if no steps have been taken toward improvement, then a written statement signed by the parent(s) should be submitted to the teacher and/or principal. The documentation and written statements must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution.

Grievance or complaint procedures are NOT legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither the parent(s), nor Holy Apostles Catholic School, is permitted to have legal counsel present at grievance or complaint meetings per the [Archdiocese of Milwaukee Policy 1312](#).

If the matter is not resolved in a manner satisfactory to the parent, or if no steps have been taken toward improvement, the concerned parent shall submit a written statement to the pastor setting forth the nature of the problem. The pastor should convene a Reconciliation Committee, which would meet separately with the concerned parent(s) and the Holy Apostles Catholic School employee, to clarify the issue. The local Reconciliation Committee shall:

1. Inform the parent(s), in writing, that the issue, in their opinion, should be withdrawn, or;
2. Support the parent(s) and take action to resolve the matter, or;
3. Request, in writing, a hearing with the Reconciliation Committee of the Office for Schools.

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in a Catholic school within the Archdiocese of Milwaukee and an employee (e.g. principal, teacher, director of religious education, youth minister, catechist, etc.) of the school. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or a meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed.

If there is no resolution, the parent(s) or guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date, time, and place of the informal meeting.
- The name and position of the employee with whom the disagreement exists.
- The factual information and background regarding the disagreement.
- The specific recommendations for resolution of the issue.

After receipt of the letter, the supervisor will provide the employee five (5) working days to respond and then schedule a meeting of all parties within ten (10) working days to proceed toward reconciliation and resolution of the issue(s). Should resolution occur, the process is concluded. If resolution does not occur, then proceed onto the next step.

In this next step, the Reconciliation Committee is convened and all the relevant facts are presented to them. The committee will review the facts and come to a summary conclusion with the support of the pastor. If necessary, the Reconciliation Committee can request that the Archdiocese of Milwaukee Office of Schools also hear the facts of the grievance.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the Archdiocesan level. The School Board/Board of Directors/Pastoral Council is not involved in the grievance proceedings and is not a source of appeal. The process and directions for this grievance process are provided by the [Archdiocese of Milwaukee Parish and School Policy Handbook Section 1312](#).

Discipline Prevention System

Philosophy

Holy Apostles Catholic School, as a Catholic institution, exists in order to create a respectful, responsible, and safe atmosphere for the children who come to us, so that they may learn to live in the present with an ever-increasing awareness of who they are in relation to God and to others through Christian attitudes, concepts, and the lessons we teach them.

We believe:

- That each child who comes to us is a unique individual created by God, endowed with potential capabilities to grow and mature and become a responsible, loving, faith-filled adolescent.
- That it is our responsibility, in cooperation with the parents of these children, to provide a safe, loving, and trusting environment in which they can begin to recognize their potential for discovering and creating.
- In the continuous progress approach to learning. The children learn to recognize their abilities, their strengths and weaknesses, and discover the means in their environment that will best help them acquire the tools, skills, and knowledge to continue to learn.

Students who attend Holy Apostles Catholic School are representatives of the civic community of the school. The school, therefore, reserves the right to discipline students for conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

1. One of the goals of Holy Apostles Catholic School is to help each student attain a degree of self-discipline whereby each individual will grow in awareness of and accept the consequences of his or her own actions.
2. Holy Apostles Catholic School will provide an educational atmosphere that strengthens our Christian faith and will ensure good conduct and proper consideration for others. Thus, the administration and faculty will strive to provide teaching and learning situations that will develop the students' social skills, their personal initiative, self-confidence, a sense of responsibility, and respect for others.
3. As students accept their responsibility, they contribute to the well-being of the school and give witness to the Good News of Jesus Christ throughout the community.
4. Students, parents, and teachers will work together and communicate together as partners to build a Christian learning environment.

5. Forms of discipline used to enforce rules are those which teach the student that the behavior is not acceptable, but that the student himself or herself is valuable. This is in accordance with [policy 5144 of the Archdiocese of Milwaukee](#).
 - a. Verbal Warnings are usually given as the first indicator for many types of misbehavior.
 - b. Punishment is never indiscriminately applied to an entire group of students because of the behavior of one student or a small group of students.
 - c. The punishment is a natural outgrowth or logical consequence of the behavior.
 - d. The severity of the punishment is in relation to the gravity of the offense.
 - e. Other students are never used to assist the teacher or administrator in administering a punishment to a student.
 - f. Social punishment is not administered as a consequence for academic difficulties; nor is academic punishment administered for social misconduct.
 - g. Corporal punishment is never used for any purpose.

6. Depending on the violation(s), the following may occur:
 - a. A loss of access to school equipment including computer or other electronic devices
 - b. Suspension
 - c. Expulsion
 - d. Notification of law enforcement agencies

Expectations for Student Conduct

Students need to be aware of the rules and regulations of Holy Apostles Catholic School. These rules will apply, but are not limited to behavior while in school, on the bus, on the playground, in the lunchroom, and during school events outside of the building. The school also reserves the right to discipline students for conduct, whether inside or outside of the school, that is detrimental to the reputation of Holy Apostles Catholic School.

As a student of Holy Apostles Catholic School, I will be:

Respectful

- I will take responsibility for my own actions and not engage in lying, stealing, or cheating.
- I will use appropriate language and appropriate gestures.
- I will listen and follow directions given by all adults.
- I will follow the school uniform rules.
- I will follow the classroom rules set by my teachers and rules within the school building itself.

Responsible

- I will respect the rights and property of others in my words and actions.
- I will be a good friend and a good sport.
- I will be a good role model for others.
- I will come prepared for class.
- I will use school materials and technology appropriately.
- I realize that electronic equipment like: cell phones, smart watches, electronic recorders, music players, PDA's, laser pointers, etc. have no educational purpose within the school building. These devices must be put away, turned off, and out of sight at all times during the extended hours of 7:00 a.m. to 3:30 p.m. Mobile learning devices and calculators are excluded from this rule.

Safe

- I will stay in assigned areas, away from buildings and cars.
- I will use the playground equipment appropriately and I will not jump off or climb on top of the equipment.
- I will stay away from the road and cemetery area.
- I will stay off snow piles if I do not have snow pants and boots, and I will not throw snow.
- I will maintain safety for myself and others and will not engage in physical violence and/or the use of weapons.
- I will refrain from destructive behaviors such as, but not limited to involvement with tobacco, alcohol, drugs, and gambling.

Bullying and Harassment

Bullying and harassing behavior is defined below and such behavior by students, staff, or parents will NOT be tolerated on school grounds, on the bus, at school related functions, or in the community

If any student who believes that he or she has been the recipient of unacceptable actions, including bullying, should immediately report the matter to the teacher. Information will be passed on to the principal when appropriate. It is the policy of Holy Apostles Catholic School to investigate all complaints thoroughly and promptly. Holy Apostles Catholic School will take all reasonable measures to maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment or bullying has occurred, appropriate disciplinary action will be taken.

Definition of Bullying and Harassing Behavior

Any intentional behavior that hurts, scares, or threatens another person in word or action (including online or through electronic means). This action involves an imbalance of power and intent to harm, threaten, harass, intimidate, or humiliate. It is usually, but not always, repeated over time. Bullying and harassing behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age, color, national origin, race, religion, gender, sexual orientation, physical attributes, physical or mental ability or disability, social status, or family status. These behaviors include, but are not limited to:

- **PHYSICAL** — unwanted touching, hitting, kicking, shoving, spitting, repeated pranks, theft or damage to personal property, hazing, etc.
- **LANGUAGE** — words, whether spoken or written that are threatening, intimidating, name-calling, derogatory remarks, lying, forcing unwanted actions, vulgarities, etc.
- **SOCIAL/RELATIONAL** — spreading lies, false and/or cruel rumors, getting another person to bully someone for you, social exclusion, isolation, damage or threatening to damage relationships, damage or threatening to damage feelings of acceptance, damage or threatening to damage friendships, etc. (including written form).
- **CYBER-BULLYING** — aggressive electronic communication including, but not limited to: email, instant messages, text messages, pictures, cell phones, or any form of social media to intimidate or harass, etc.

Bullying Roles:

- The one who bullies
- The one who is bullied
- Bystanders

Bystanders are those who are aware of bullying behavior. Bystanders who join or encourage bullying are considered to be in violation of this policy. It is the responsibility of all students, staff, volunteers, and parents to report any bullying acts and informal complaints that are reasonably specific to the actions giving rise to the suspicion of bullying.

When a report is received, the principal or teacher will do some or all of the following:

- Interview all involved
- Contact other staff
- Contacts parents and/or guardians
- Offer support services
 - For those bullied or harassed:
 - An opportunity will be given to meet with the teacher or the principal
 - The development of a safety plan
 - Informing the parents and/or guardians
 - Offering ongoing support to develop self-confidence
 - Inform other staff members as needed
 - For those who bully:
 - Meeting with the teacher or principal
 - Consequence(s) for behavior
 - Identify the bullying behavior and developing a plan to make amends (restorative justice)
 - Informing the parents and/or guardians
 - Offering ongoing support to assess needed behavior change(s)
 - Inform other staff members as needed
 - For those who are bystanders
 - An opportunity will be given to meet with the teacher or the principal
 - Education regarding the importance of reporting and the impact of bullying and harassment on all involved
 - Provide support for safety from retaliation

Detention

Students may be detained before school or during recess or lunch. Parents will be contacted about a detention. Some behavior may warrant immediate detentions.

Probation

A student may be placed on probation for a trial period by the school principal for academic or conduct reasons. After conferences are held with the student, parent(s), and/or guardian(s), and relevant school personnel, the principal will establish a “Behavior Contract” which sets conditions for release of probation.

Suspension

(in accordance with the [Archdiocese of Milwaukee Policy 5144](#))

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension. The principal is the only person authorized to suspend a student. During an in-school suspension, the student will be kept in a supervised area outside of the classroom.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent(s) and/or guardian(s) of the suspended student is given prompt notice of the suspension and the reason(s) for the action.
3. In-school suspension can be directed for varying lengths of time, but it shall not exceed three (3) days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of Holy Apostles Catholic School. Two (2) in-school suspensions may be followed with an out-of-school suspension.
4. Out-of-school suspension is considered a rarity and is the responsibility of the principal. [Wisconsin Statute 120.13\(b\) \(2\)](#) directs that a maximum of five (5) days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven (7) consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

(in accordance with the [Archdiocese of Milwaukee Policy 5144](#))

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, the health or safety of others, and is deemed to be in the best interest of the school and the student in question. An extremely serious single offense may also be cause for expulsion. Students who are asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are NOT considered to be expelled.

Expulsion Procedure

1. Actions taken to suspend or expel a student shall be preceded by internal school procedures and supported by defensible records.
2. Expulsion can take place only after an expulsion hearing has been held. Parents and/or guardians shall be notified in writing at least five (5) days before the hearing is to take place. The hearing committee composition and procedures will be drawn from the parish complaint and grievance procedures. An expulsion hearing is not a legal proceeding, therefore, neither party may have legal counsel present during the hearing in accordance with the [Archdiocese of Milwaukee Policy 1312](#). The pastor is to be present for the entire hearing and the deliberations of the committee.
3. The hearing committee makes a recommendation to the pastor. The recommendation will be to:
 - a. Not expel (other disciplinary suggestions should accompany recommendation).
 - b. Allow the student to voluntarily withdraw from Holy Apostles Catholic School in lieu of expulsion.
 - c. Expel.
4. Before the hearing is held, the parent an/or guardian, and student is informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
5. If the decision to expel the student is made, the parent(s) and/or guardian(s) is notified in writing of the action. The right to appeal is made known to the parent(s) and/or guardian(s).
6. Holy Apostles Catholic School reserves the right to require a parent or guardian to withdraw from a working partnership.

Appeal

(in accordance with the [Archdiocese of Milwaukee Policy 5144](#))

The student or his or her parent and/or guardian may, within five (5) school days following the notification of the expulsion, appeal to the Pastor in writing with rationale for appeal. The Pastor will review the facts and investigate that correct procedures were followed as defined by the School and Archdiocesan policy. If they were not followed, the Pastor will refer the issue back to the school administrator with a recommendation about which step(s) of the procedure need to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the Archdiocesan level. The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

Dress Code Policy for 5K-8th grade

It is the policy of Holy Apostles Catholic School to have a dress code that reflects the high standards traditionally associated with our school. Our dress code is designed to encourage modesty, neatness, cleanliness, safety, and to keep us focused on learning. It is the parents' responsibility to assure that the uniform policy is followed to avoid distraction during class time for teachers to enforce the policy.

Uniform Violations: Violations of the dress code will be enforced by the school discipline policy. Judgment of the appropriateness of all clothing will be made by the principal.

3K/4K Dress Policy: PreK students are encouraged to wear weather appropriate clothes. Please follow the footwear policy below.

5K- 8 th Grade Dress Code	Color(s) Allowed	Type(s)
Shirts	True Red (no burgundy or variations) White (no cream or winter white) Navy Blue	Solid colored, collared, turtlenecks, mock turtleneck in knit or cloth. No ornamentation, symbols, logos, or monograms allowed. Short or long sleeved. Layering of shirts is permissible; however, both shirts must be in uniform color and have no visible ornamentation. Collared polo shirts with the Charger logo are allowed. These shirts are available only through the Home & School Association. Must be tucked in at all times on school property. No oversized allowed.
Pants (girls and boys)	Solid Navy Blue	Dress pants, flat front, pleated, or corduroy. All must be hemmed. Not allowed: tight-fitting, hip huggers, capri or cargo pants. No contrasting stitching, decorative buttons, leg pockets, decorative zippers, or labels.
Uniform Shorts (girls and boys)	Navy Blue Shorts maybe worn from the start of school through November 1st and from April 15th until the end of the school year	Solid colored and hemmed. No contrasting stitching, decorative zippers or labels. No bike shorts, gym shorts, jean shorts, knit shorts or cargo shorts. Shorts need to be at a modest length and reach at or below finger tips of the student when his or her arms are in a relaxed position at his or her side.
Skirts (4 th -8 th)	Hunter/Classic Navy Plaid Skirts can be found online at Lands' End, Kohl's, or Amazon	Uniforms need to be at a modest length, 3" above the knee or lower. Shorts should be worn under the uniform skirt or jumper, but the shorts must not be exposed or longer than the skirt. Solid colored leggings (white, navy, or red) may be worn underneath the skirt. No lace.
Jumper (5K-3 rd)	Hunter/Classic Navy Plaid Jumpers can be found online at Lands' End, Kohl's, or Amazon	Uniforms need to be at a modest length, 3" above the knee or lower. Shorts should be worn under the uniform skirt or jumper, but the shorts must not be exposed or longer than the skirt. Solid colored leggings (white, navy, or red) may be worn underneath the skirt. No lace.
Footwear		Must be worn at all times. All shoes must be non-scuff dress shoes, dress boots, tennis shoes with a full solid rubber sole. No open-type shoe (sandals, crocs, or ballet flat). Roller shoes and shoes with lights are not allowed. Students must have a separate pair of tennis shoes that are designed specifically for P.E. (they do not need to be new). These gym shoes should remain at school.

Sweatshirt/Sweater	True Red (no burgundy or variations) White (no cream or winter white) Navy Blue	Solid colored, crew neck, cardigan, V-neck, or vest in knit. No ornamentation, symbols, logos, or monograms allowed. No oversized allowed.
Uniform Approved Sweatshirt	Navy Blue with HA logo available only through the Home & School Association and can be purchased during the school Spirit Wear Sale offered 3X per year	Collared uniform shirt must be worn underneath. No oversize allowed.
Scouting Uniform		May be worn on Scout meeting days Shorts maybe worn only within the boundaries of the uniform dress code
Accessories/General Appearance		No distractive jewelry, including visible body-piercings. Two earrings maximum per ear for girls. No excessive make-up. No hats, hair scarves or bandanas. No visible tattoos. No unnatural hair coloring.
P.E. (5 th -8 th grade)		Crew neck t-shirts plain or with writing are acceptable (no profanity, no references to inappropriate behavior, drugs or alcohol, and no reference to rock groups. Athletic shorts (non-jean) must reach below the pointer finger knuckle (where the finger meets the hand) of the student when their arms are in a relaxed position at their side. *See photo below for reference. Non-scuff athletic shoes. Deodorant is strongly encouraged.

*The arrow points to minimum length of shorts for P.E. and out of uniform days. The length must reach below the pointer finger knuckle (where the finger meets the hand) of the student when their arms are in a relaxed position at their side.



Out of Uniform Dress Day Guidelines:

Shirts	T-shirts/sweatshirts allowed, except with inappropriate writing/pictures (profanity, alcohol, drugs, rock groups). Shirts must have sleeves and not expose abdomen with hands by sides or during normal movement.
Pants	Jeans of any color, athletic pants, khaki's allowed. No oversized pants. No rips, tears, destructed or overly distressed pants. Tight fitting pants such as, but not limited to, leggings, spandex, and skinny jeans are not to be worn without a shirt or dress that reaches beyond the pointer finger knuckle (where the finger meets the hand) of the student when his or her arms are in a relaxed position at his or her side.
Shorts/Skirts/Dresses	Shorts are allowed before November 1 st and after April 15 th . No short-shorts or miniskirts. No rips, tears, destructed or overly distressed fabric. Shorts/skirts/dresses need to be at a modest length. The length must reach below the pointer finger knuckle (where the finger meets the hand) of the student when their arms are in a relaxed position at their side. *See photo above for reference.
Footwear	No Sandals, clogs or open-toed shoes. Socks must be worn at all times.
Accessories/General Appearance	No undergarments showing

Uniform Resale:

There is a uniform resale in the spring of each school year.

Outdoor Wear:

Parents should check to make sure that their children have appropriate clothing for the weather conditions; including snowpants, boots, hats, and mittens as appropriate. The classroom teacher and/or playground supervisor(s) has the final decision on whether a student is dressed appropriately enough for the outdoor weather conditions.

Emergency Information

1. **The emergency illness information is one of the most important records requested by the school.**
2. The current information is vital to the proper care of your child and/or children in the case of illness or injury during school hours.
3. **Please provide updated information to the office for each of your children.**
4. The emergency contact should be someone in the area who is available with transportation during the school day.
5. More than one emergency contact may be listed.
6. The school may not release a sick or injured child to anyone other than a parent and/or guardian or a contact person listed.

Extracurricular Activities

The principal has the ultimate responsibility for all extracurricular activities. The immediate supervision of a program may be delegated to qualified staff members or competent adults. Parents and other adults who serve as coaches and moderators must constantly recognize the authority of the principal in all school related activities. This is in accordance with the [Archdiocese of Milwaukee Policy 6145](#).

All outside activities are to be coordinated through the School Office. Parents who are responsible for any school event should submit a report containing the following information to the principal: date(s) and time(s) of the activity, required equipment, space or room requirements (if any), attendance listing, and any other information the School Office requests.

Some of the activities available to students are: band, basketball, Boy Scouts, Brownies, choir, Cub Scouts, forensics, Girl Scouts, LEGO League, track, student council, and volleyball.

A student who is absent from school is normally not allowed to participate in after school or evening activities such as extracurricular clubs or sports. All participants in activities, practices, or games must be in attendance for at least one-half of the instructional minutes within the school day on the day of the extracurricular activity. All students must be doing passing work in ALL subjects and maintain a 1.5 grade point average to be scholastically eligible for extracurricular activities. Failure in a subject or failure to maintain a 1.5 average at the end of any twelve (12) week grading period will result in academic probation for a two (2) week period of time. The student will be allowed to participate in extracurricular activities during academic probation, providing that immediate steps are taken to improve academic performance. The student must successfully complete and submit to the principal, an academic report at the end of the two (2) week period. Failure to achieve an acceptable academic report will result in the loss of ALL participation in the extracurricular activity or activities for a two (2) week suspension period.

Students, who fail in a subject or fail to maintain a 1.5 average for a second time, will be placed directly on suspension until their academic report card reflects acceptable standards. Students who fail to submit such evidence will lose eligibility in the extracurricular activity or activities until their academic report card reflects acceptable standards. Eligibility for extracurricular activities at the start of a new school year will be determined based on the third (3rd) trimester grades from the previous school year.

Students may be suspended from participation in extracurricular activities for behavior and/or conduct. Any student suspended from school for violation of school rules shall be suspended from ALL extracurricular activities for the duration of the suspension, including weekend, if applicable. Students with school behavior issues will be suspended from extracurricular events starting with four (4) behavior infractions. This punishment will be extended to the next time they participate in an extracurricular activity if they are not involved at the time of the misbehavior.

Exceptions to the above policies may be made for students with recognized learning disabilities. Exceptions will be handled by the principal and the appropriate faculty members.

Interscholastic Athletics

Interscholastic athletics can be of value as a supportive element to the total education process. This process concerns the total person, the person's growth as an individual — spiritually, mentally, emotionally, physically, and socially.

Interscholastic athletics should provide:

1. A learning experience.
2. A positive base for Christian development.
3. An understanding of competition and an emphasis on sportsmanship and teamwork.

Sports-man-ship — n. conduct (as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a sport.

4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level ([Archdiocese of Milwaukee Policy 6145.2](#))

Holy Apostles Catholic School Athletic Association is to be the governing body responsible for establishing an appropriate interscholastic athletic program for the students of Holy Apostles Catholic School.

1. Interscholastic athletics established by the Athletics Association will be in accordance with the policies set forth in the [Archdiocese of Milwaukee Parish and School Policy Handbook](#) including, but not limited to sections: 6145.2, 6145.21, 6145.22, 6145.23, 6145.24, 6145.25, 6145.26, 6145.27, and 6145.28.
2. The principal of Holy Apostles Catholic School has the ultimate responsibility for all extracurricular activities in accordance with [Archdiocese of Milwaukee Policy 6145](#).
3. Failure in a subject or failure to maintain a 1.5 average at the end of any trimester will result in academic probation for a two (2) week period of time (see the above section on Extracurricular Activities).
4. Students with school behavior issues will be suspended from extracurricular events starting with four (4) behavior infractions. This punishment will be extended to the next time they participate in an extracurricular activity if they are not involved at the time of the misbehavior (see the above section on Extracurricular Activities).
5. A student who is absent from school is normally not allowed to participate in after school or evening activities such as extracurricular clubs or sports.

As a student-athlete in the Archdiocese of Milwaukee, I pledge to:

- Display Christian behavior at practices and games.
- Represent my school to the very best of my ability.
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials and/or fans.
- Encourage good sportsmanship by my teammates, coaches, and family members.
- Take responsibility for my actions.

I understand that representing my school is a privilege, and I may not be able to participate in activities if I do not display good sportsmanship.

As a parent and/or guardian of a student-athlete in the Archdiocese of Milwaukee, I pledge to:

- Display Christian behavior at practices and games.
- Represent my parish and/or school to the very best of my ability.
- Be a positive role model for players, coaches, and spectators.
- Provide encouragement and support for players and coaches.
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and/or fans.
- Promote good sportsmanship by my son(s) and/or daughter(s).
- Take responsibility for my actions.

I understand that I may not be able to attend activities if I do not display good sportsmanship.

School Colors and Mascot

The Holy Apostles Catholic School official colors are blue and white and the school mascot is the Charger.

Field Trips

Field trips are meant to be educational and will be directly related to the curriculum. Transportation of students for field trips will be by a licensed public carrier. The trips will be arranged by the teacher with the consent of the principal. The cost will be defrayed by asking each student to pay his or her own way. No refunds for last minute cancellation by families and/or students can be given as money is paid up front for buses and, sometimes, for the event.

Fire Drills and Other Emergency Drills

[Wisconsin law \(Statute 118.07\)](#) requires schools to hold fire drills, tornado drills, and safety drills and to submit a report of the same to the Department of Public Instruction and the local fire chief. Fire drills and tornado drills will be held and timed by the principal and the Building and Grounds Manager.

Standard Response Protocol

Holy Apostles Catholic School has an emergency response plan which is designed to address the most common critical incidents occurring in schools, as well as the more serious, but less common types of incidents. The Standard Response Protocol presents administrators and instructors with the guidance necessary to provide a consistent and safe response to most critical incidents. Its overall purpose is to provide a safe school environment for everyone involved in the educational process. The plan consists of prevention, emergency response, and post-incident response. In the event of an intruder, active assailant, or other emergency, Holy Apostles Catholic School will use the “I Love U Guys” foundation Standard Response Protocol.

We participate in several safety drills as part of our comprehensive safety plan. All of our drills and safety plans are executed with the close guidance of the New Berlin Police and Fire Departments. Below is a brief description of the drills that we will be practice this year. The goal of practicing the drills is to help your children feel safe at school. We also want to ensure that teachers and students know what to do and are prepared to quickly make their way to safety in the event of an emergency situation. Please know that the first drill is pre-scheduled and announced to teachers in advance. This allows teachers to prepare students for what they will experience and answer their questions about the drill and the language they will hear. We are sharing the following information with you so you may discuss the drills with your children as you feel appropriate.

- **HOLD:** “Hold in your classroom or area.” Students and staff are trained to clear the hallways and remain in their area or classroom and continue instruction or class time as usual until the “All clear” is announced. This is used in the event of a safety concern which would need to resolved before students can enter the impacted area of the building.
- **SECURE:** “Get inside. Lock outside doors.” Students and staff are asked to return and stay inside the building while continuing instruction or class time as usual. This is used in the event of a potential threat that is outside or on school grounds.

- **LOCKDOWN:** “Lock, lights, out of sight.” Students and staff are asked to lock classroom doors, turn out classroom lights, move out of sight, stay silent, and prepare to evade or defend as appropriate. This is used in the event of an intruder or assailant inside the school building.
- **EVACUATE:** “Evacuate to a location.” Students and staff are asked to exit the school in a quick and orderly manner to an Evacuation Location following an exit route then wait patiently with teachers while each class is accounted for. This is used in the event of any safety concern or threat in the school building including a fire evacuation.
- **SHELTER:** “State Hazard and Safety Strategy.” Hazards might include tornado, hazmat, flash flood, earthquake, or other hazardous events. Safety strategies include evacuate to shelter area, seal the room, get to high ground, and/or drop, cover, and hold.
- **BUS EVACUATION DRILL:** This drill is conducted by the bus company once a year. Students learn how to evacuate the bus in the event of an emergency.

Holy Apostles Catholic School is a weapons-free zone for the protection and safety of students, staff, and visitors and in accordance with [Wisconsin Statute 948.605](#). It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

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



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until all clear is announced
- Do business as usual

Adults and staff are trained to:

- Recover students from the hallway
- Lock classroom door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Recover students and staff from outside building
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence

Adults and staff are trained to:

- Recover students from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems to first responders using Red Card/ Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems to first responders using Red Card/ Green Card method.



First Day of School

Many students look to the first day of school with a mixture of excitement, fear, and anxiety. These are normal feelings. In order to make things smoother for new students in the primary grades, the use of an identification tag during the first days of school is recommended. The tag should include the student's name, address, phone number, grade, and bus number to and from school.

In order to ease the transition to full days for our **4K, 5K, and first graders**, the first few days of school will be half-days. Parents must pick-up their children. Bus service will not be available for half days.

Food Allergies

Parents are required to communicate with school staff about your child's allergies and the doctor's recommendation on managing them. The school will work with each family to provide the safest environment possible in both the lunchroom and the classroom.

Funerals

Burying the dead and comforting those who grieve the death of a loved one are important habits for those who follow Christ. When a family member of one of our students dies, or a student him or herself, and the funeral is at Holy Apostles Catholic Parish, the students and the teacher of that class attend the funeral liturgy. Parent(s) and/or guardian(s) will be notified of this prior to the funeral liturgy. Should a parent and/or guardian prefer that his or her child not attend the funeral liturgy, he or she will be responsible for picking up their child or children before the funeral liturgy and returning after the funeral liturgy.

Grading Standards

Holy Apostles Catholic School has implemented a Standards Based Grading System (SBG) in accordance with the Milwaukee Archdiocese Office of Schools. Please see the SBG curriculum guides for each grade level [here](#).

Assessments

(in accordance with the [Archdiocese of Milwaukee Policy 5120.1](#))

Standardized Testing

To receive accreditation, all schools shall administer standardized assessments as required by the Office for Schools. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

The **Iowa Tests of Basic Skills** are given annually during the month of March for grades 3, 5 and 7. Computerized results are sent home after they are received from the processing companies. Students in 2nd -8th grade take an assessment called “**Measure of Academic Progress**” (MAP). This tool was created by educators for educators. MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential for any testing experience, the Northwest Evaluation Association (NWEA) works with educators to create test items that interest children and help to capture details about what they know and what they are ready to learn. It is information teachers can use in the classroom to help every child, every day. You can [learn more about the NWEA](#) and MAP assessment testing here.

Level Testing

As the need arises, each grade level in the various academic areas will perform assessments to ensure that the standards for each subject and grade level are achieved.

Graduation

Students graduating from Holy Apostles Catholic School receive the official diploma issued by the Archdiocesan Office for Schools. Public ceremonies for graduation are to be kept simple. The 8th grade homeroom teachers are responsible for coordinating the graduation ceremony with the approval of the principal and the pastor. A recommended graduation dress code will be communicated to parents in the fall.

The graduate will receive a bill in March covering the activities included in graduation. All tuition, fees, and/or fines must be paid in full prior to graduation.

Eighth grade students who are not passing classes may not be allowed to participate in the graduation ceremony including the Graduation Mass, the breakfast, the graduation ceremony, and the picnic. The student will not receive a diploma until all required work is completed.

Before graduating from Holy Apostles Catholic School, a student will participate in service work over the course of their middle school experience.

8th Grade Legacy

At the beginning of the new school year, the 8th grade class may decide on a legacy to be given in remembrance in the name of their graduating class. This can be in the form of a service project or a gift that would benefit the school and parish. Any project or service selected must be approved by the 8th grade homeroom teachers, the principal, and the pastor. The selection and completion of a legacy will be the responsibility of the entire 8th grade class.

Student Wellness

When a medical program change is required due to a student's health, a physician's authorization must be submitted to the office prior to us enacting any services. If a student is injured or becomes ill in school, he or she should report to the Health Room and the aide (either an office administrator or a volunteer) will decide what should be done. Students may not leave the building because of illness without authorization. For every visit by a student to the Health Room, a note will be sent home that day detailing the reason for the visit and any first aid administered. The only exceptions to this rule are the following:

- If the visit requires only a bandage for a superficial abrasion with scant and/or no bleeding.
- If the visit required a bandage for an "old" wound incurred on a previous occasion.
- If the visit requires routine health/medication management.

The Health Room staff is requesting parents and/or guardians to check their child's backpack daily for these notes from the Health Room. Information about the frequency of health room visits can be helpful to parents.

For any student reporting to the Health Room with an "above-the-neck" injury, a phone call will always be made to a parent and/or guardian by the Health Room aide or the school's Main Office on a timely basis. If the parent and/or guardian cannot be directly reached, a message will be left on the parent's and/or guardian's voicemail. The purpose of this phone call is not to alarm, but rather to alert parents and/or guardians of the situation so that monitoring of the child can continue at home.

Immunizations

[Wisconsin state law](#) requires that ALL students attending public, private, and parochial schools must follow [minimum required immunizations](#) for each grade and age level. Please contact your doctor or local health department with questions and to fulfill these requirements.

Medications

Medication administration in schools is governed by [Wisconsin Statute 118.29](#). This statute allows private or public school administrators, principals, school boards, or cooperative education service agencies to assign the responsibility of medication administration for a student to any employee or volunteer of a school, district, board, or agency, and receive the appropriate instruction or training by a health care professional. The law states that individuals may not be required to administer medication to students by any means other than ingestion; however, if individuals are willing, they may be trained to give medications by other routes of administration. School personnel administering medications to students are exempt from civil liability if acting in good faith.

No medication will be administered by school personnel without the Medication Consent Form and the Physician Order from a medical practitioner. "Practitioner" is defined as a physician, dentist, optometrist, physician assistant, advanced nurse prescriber, or podiatrist. As part of the authorization form, school employees may contact the medical provider and parent and/or guardian with questions regarding the medication administration regarding dosage, side effects, or indication of the medication(s).

The Medication Consent Form must be filled out by the parent and/or legal guardian and addressed and returned to the individual(s) administering the medication and/or the Health Room aide(s).

Medications to be given in the school must have the following information printed on the original packaging:

- The student's full name.
- The name of the drug and specific dosage instructions.
- The time to be given.
- The physician's name.

All medication administered at school will be kept in the Health Room in a locked cabinet. Medication will be taken by the student at the designated time administered by the school personnel or by the other individual(s) who have been identified to do so. It is the responsibility of the student, not the school personnel, to get his or her medication at the designated time.

An accurate and confidential system of record keeping shall be established for each student receiving medication. School personnel may administer aspirin or other non-prescription medicine to students (provided by parents and/or guardians) with written authorization from the parent and/or guardian.

No medications may be in the student's possession or property unless specifically mentioned here.

- Students in grade 4-8 may keep over-the-counter cough drops in their desks if they tell the teacher.
- Student in grade K-3 must keep cough drops at the teacher's desk.

Students in grades K-8 may self-administer inhalers while at school only under the supervision of school staff. A student who carries an inhaler on his or her person will need to have an [Archdiocese of Milwaukee release form](#) completed and signed by the student's physician, parent and/or legal guardian, principal, and teacher. The form states that the student has been instructed in and understands the purpose, appropriate method, and the frequency of use of his or her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

Holy Apostles Catholic School will follow the directives for student welfare, health, and safety as written in the [Archdiocese of Milwaukee Policies](#) and the [Waukesha County Health Department Regulations](#).

Holy Apostles Catholic School will follow the guidelines and meet the requirements for reporting suspected child abuse or neglect as written in [Wisconsin Statute 48.981](#) and the policies for the [Archdiocese of Milwaukee](#).

Some families may need to complete the Confidential Family/Student Information form included in your August parent packet. One form per child is required to verify child custody, per Archdiocesan policy. Forms may also be obtained from the School Office.

Illness

Colds, fevers, sore throats, and the flu

Sore throats can be viral or bacterial. Strep throat is the most common bacterial infection in schools. Students must be excluded from school and extracurricular activities with:

- A fever of 100.0°F or greater
- And/or a combination of:
 - Sore throat, pain with swallowing, tender lymph nodes, swollen tonsils, chills, body aches, nausea, headaches, and fatigue
- Students diagnosed with strep throat need to be on antibiotics for 24 hours BEFORE returning to school
- Vomiting or diarrhea associated with the flu

Students must be fever free and vomit/diarrhea free for 24 hours before returning to school.

A student who is absent from school due to illness is not allowed to participate in after school or evening activities such as extracurricular clubs or sports.

Head Lice

Holy Apostles Catholic School is a nit free school. If lice are found on a student, parents will be notified and the child will be sent home for treatment immediately. Students should shampoo hair with a medicated shampoo and follow all directions (over-the-counter lice shampoo is fine). The student must remain out of school until he or she has received an approved lice shampoo treatment and no head lice or nits (live bugs) remain in the scalp and/or hair. It is the parents' responsibility to ensure that these criteria are fulfilled before sending their child back to school. The school will check students upon their return to school. The School Office will notify the affected classroom(s) when a student in their grade has head lice. Treating the classroom will follow [Health Department regulations](#). Lice information comes from the [Wisconsin Department of Public Health](#), [Waukesha Public Health](#), and the [School District of New Berlin](#).

Pink Eye

Not all red eyes are pink eyes. However, if your child is diagnosed with pink eye, your child must be treated with medicine from the doctor. Your child must be on the prescribed eye drops for 24 hours before returning to school.

Covid

Holy Apostles Parish and School will follow the CDC recommendations concerning Covid-19.

Mandatory Reporting of Child Abuse and Neglect

(in accordance with the [Archdiocese of Milwaukee Policy 5140](#))

The Archdiocese of Milwaukee requires all adults, employee, or volunteer 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.

In instances of suspected child abuse or neglect, Holy Apostles Catholic School employees will directly report to local law enforcement officials or child protective service agencies. They will also notify their supervisor (such as the pastor or principal) that a report is being made.

Volunteers in any program should discuss any concerns about abuse or neglect of a minor with his/her immediate supervisor (such as the pastor or principal) 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.

Suicide Prevention and Intervention

(in accordance with the [Archdiocese of Milwaukee Policy 6164](#))

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 through an attempted 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.

Home and School Association

The Home and School Association exists to assist the principal in areas of communication, activities, and fund raising. The Association's membership consists of all parents of students at Holy Apostles Catholic School as well as interested parishioners of Holy Apostles, St. Elizabeth Ann Seton, or St. Luke's. The Executive Board is made up of a president, vice-president, secretary, and treasurer with committee chairpersons for standing committees.

Homework

Students at all learning levels have homework. Depending upon the age and subject area, the time set aside for this period at home will vary. In order to impress upon children, the importance for taking time for study at home, we ask that a time and place be provided for homework.

Primary	15-30 minutes
Intermediate	20-40 minutes
Middle School	30-60 minutes

If your child is spending more than the above allotted time on homework, please contact the teacher(s) involved. **Homework is not given in advance of vacations.** Students absent due to vacations must turn in pre-assigned works or tests on day they are due. If the assignments fall during their vacation they should be turned in prior to leaving. If the test(s) occur during their vacation they will take the test(s) the day they return to school.

Class work must be returned promptly. The student will have one (1) school day for every school sick day missed to make up work. After that time, the student will receive an incomplete. Special circumstances due to extended illness or a death in the family will be handled on an individual basis.

School Hours

8:05 – 8:15	Students Enter the Building and Go to Homeroom
8:15	Tardy Bell – School Begins (Prayer)
10:15 – 10:30	Grade 1-3 Recess
10:30 – 10:45	Grade 4-5 Recess
11:10 – 11:30	K4 Recess
12:15	Half-day 4K Students Go Home
12:20 – 12:50	K4 Lunch
11:10 – 11:30	Kindergarten & 1 st Grade Lunch
11:30 – 11:45	Kindergarten & 1 st Grade Recess
11:33 – 11:50	Middle School Lunch (6 th , 7 th & 8 th)
11:50 – 12:05	Middle School Recess (6 th , 7 th & 8 th)
11:55 – 12:12	Intermediate Lunch (4 th & 5 th)
12:12 – 12:30	Intermediate Recess (4 th & 5 th)
12:15 – 12:35	Primary Lunch (2 nd & 3 rd)
12:35 – 12:50	Primary Recess (2 nd & 3 rd)
3:15	Dismissal
3:20	Buses Leave

School Hours

3K Schedule:	8:15 – 11:15
3K Lunch Fun:	11:15-12:15
½ Day 4K Schedule:	8:15 – 12:15
Full Day 4K-8 th grade Schedule:	8:15- 3:15

Arrival and Dismissal

The school doors will remain locked until 8:05 a.m. Students will not be allowed to enter the building prior to this time. Students who walk, ride bikes, or are dropped off by car must enter through the North Entrance doors. Before School Care will begin at 7:00 a.m. for registered families.

Students are normally dismissed according to schedule at 3:15 p.m. Students may be kept after school for extra help, cleaning, detention, etc., but not generally longer than half an hour (30 minutes). Written parent acknowledgment will be required prior to any student staying after school.

School Closings and Emergency Closings

Emergency school closings are possible throughout the year under emergency conditions which allow for little or no notification. Be certain you have stand-by emergency arrangements in place, and that your child understands where to go in the event school is dismissed early. In the event of an emergency early dismissal, Holy Apostles Catholic School will make every attempt to contact parents as time permits. Please be certain you have completed and returned to the school office the **Emergency Plan Dismissal Form**. This form is included in the August parent packet or may be obtained from the school office. Notification of school closings due to weather may also come through the New Berlin School District.

Busing During Emergency Closures

Busing services are provided to Holy Apostles Catholic School from the New Berlin School District. If the New Berlin School District closes, they will not provide busing services. Parents would need to provide transportation to and from school if Holy Apostles Catholic School remains open.

Emergency Weather Information

DO NOT CALL THE SCHOOL OR PARISH OFFICES FOR INFORMATION REGARDING SCHOOL CLOSINGS. This information is available to you as a public service by several television and radio stations in the area. Our telephone lines must be open to receive informational calls from the bus company or emergency reports.

WTMJ — Channel 04
WITI — Channel 06
WISN — Channel 12
WDJT — Channel 58

1. Check the television station of your choice.
2. Check the [school website](#) for posted information.
3. Look for communication directly from the New Berlin Public School District regarding emergency weather closings (email, text message, automated phone call).
4. In regard to severe weather emergencies, please remember that Holy Apostles Catholic School follows the decisions of the New Berlin School as required by [Archdiocesan policy 6114.5](#). When the New Berlin Public Schools are closed, have a delayed start, or dismiss early, Holy Apostles Catholic School will automatically do the same. We do not list our school individually on the radio or television, unless we close for an individual reason, such as a broken water main at Holy Apostles Catholic School.

6. In the event of an emergency early release (an unplanned closing prior to 3:15 p.m.), it is our policy to send an email to parents. Phone calls will be made beginning with our youngest students first, but time may not permit us to contact every family prior to the release of students. The school will follow parent emergency dismissal instructions turned into the office in August. For non-bus riders, if we are unable to reach a parent and/or emergency contact person, we will hold the student(s) in the office until someone can pick up the child(ren). We will do our best to ensure that children are safe.
7. Buses frequently run late under severe weather conditions.
8. When the weather is inclement (wet, rainy, or with a wind-chill factor of 0°F), all students will remain indoors. Parents should ensure that their children **DRESS PROPERLY** for the severe weather. The classroom teacher and/or playground supervisor has the final decision on whether a student is dressed appropriately for the given outdoor conditions.

Library Usage

Students in grades 3K-5 come as a class to the library once (1) per week. Students in grades 6-8 come to the library with their Language Arts/Literature class based on the discretion of the teacher. Parents may borrow books under their own names for a period of four (4) weeks. Individual students are welcome to come to the library at other times with their teacher's permission. Books may be returned in the classroom basket or the library return bin at any time.

Loan periods and book limits vary by grade:

- K4 and K5 are allowed one (1) book for one (1) week.
- Grade 1-5 are allowed up to two (2) books for one week. Three (3) or four (4) books are allowed out at the librarian's discretion for 4th and 5th grade students.
- Grade 6 is allowed up to four (4) books for two (2) weeks.
- Grade 7-8 are allowed up to four (4) books for three (3) weeks.
- Parents of students are allowed up to four (4) books for four (4) weeks.

Extended loan periods for books checked out for school assignments may be granted. Additional books may be checked out at the discretion of the librarian. Books may be renewed as long as there are no prior reserves by other students. Verbal renewals are NOT allowed. Students are not allowed to check out books in the name of another student.

Overdue Policy and Fines

Books not returned or renewed by the due date are considered overdue. Future checkouts to students with overdue books may be limited at the discretion of the librarian.

If a book is overdue, a verbal reminder is given to the student. After two (2) weeks, a reminder note is sent home **via email**. Reminders will continue to be sent home every week until the book is returned. Books that are lost or irreparably damaged

(pages missing, water or food damage, or other damage which makes the book unreadable and cannot be repaired) must be paid for. If the book is subsequently found, a full refund will be granted. Refunds will not be granted after the close of the school year. A non-refundable fee of \$0.15 per day will be assessed every day a book is overdue after the 30-day grace period. Fines do not accumulate during scheduled days off or during the book fair.

The maximum fine charged shall not exceed the price of the book. If a student has paid the replacement fee for a book and later finds and returns the book, a refund will be issued less the fine (if any), which accumulated prior to the date the replacement fee was paid. If the book is subsequently found and returned after the fine has accumulated to the price of the book, no refund will be issued.

Liturgies and Prayer

Holy Apostles Catholic School is a Christian school in the Catholic tradition. Experience in person, group, class, grade, and all-school prayer is of major importance and is given a high priority in student life. These kinds of prayer experiences reach their summit in the Liturgical prayer of the whole Church in which the children will participate and share. The Sunday Eucharist is always given the greatest priority and the children's liturgies either prepare for, or further celebrate, the Sunday Eucharist.

Eucharist will be celebrated on a weekly basis or on holy days. The schedule of all the school Eucharistic celebrations shall be determined by the school staff and the pastor.

The children will be taught the traditional prayers of the Catholic Church. They will be encouraged to pray spontaneously. At the same time, they will be instructed in the reading of the New Testament and its application to daily living.

Lost and Found

Lost articles are placed in a bin located near the Physical Education office. It is important that students LOOK for lost clothing AS SOON AS IT IS LOST. After a period of time, good clothing not claimed is given to a charitable organization. A great aid in recovering lost articles is to label the possessions of your children so that they may be returned to them if lost.

Lunch Period

The lunch period is closed campus. All students are to eat lunch at school. All students are expected to go outside for recess. If a student is too sick to go outside, he or she should stay home. An exception to this would be if a student is on crutches or for disciplinary reasons. In those exceptions, arrangements will be made with the teacher.

The hot lunch program is run by the New Berlin School District. Milk is provided by Holy Apostles. A service fee is associated with the hot lunch program and a milk cost will be billed.

1. Parents will deposit money into a family account.
2. All classes have assigned tables during lunch. The lunchroom supervisors will dismiss tables when it is time throw away garbage.
3. Excess food should be dumped in the garbage/compost.
4. If a child forgets their lunch, they should inform their teacher immediately. They will be provided a lunch paid by the family account.
5. Soda is not allowed at any time during school.
6. Food and beverage stay in the lunchroom.
7. Fast food items are not allowed during the lunch hour, except on the students' Birthday Table Day.

Playground Supervision

The duty of playground supervisor is an assigned position. Volunteers are also able to sign-up for playground duty. Playground supervisors and volunteers serve as adult Christian role models to students and cooperate with administration guidelines for student safety and discipline. Playground supervisors and volunteers also assist in the event of student injury or emergency on the playground.

Parties

Holiday or other class parties shall be at the discretion of the teacher and the administration of Holy Apostles Catholic School. Soda is not allowed during school hours. Invitations to private parties should not be distributed in school.

Pets

For health and safety reasons, family or household pets are not allowed in the school building for show and tell. Special exemptions will be allowed for service animals under [Wisconsin Statute 106.52](#) and with the full knowledge of the principal.

Photography and Video Consent and Authorization

As parent(s) and/or guardian(s) of a student at Holy Apostles Catholic School, we hereby consent that any still or electronic image and/or video recording, in which we or my child(ren) may appear, may be used by Holy Apostles Catholic School and/or by the Archdiocese of Milwaukee. We understand that these materials are being used for promotion of Holy Apostles Catholic School and/or the Archdiocese of Milwaukee. The images and/or recordings may be used to support recruitment, fundraising, evangelization, and other communication efforts. We release the staff and volunteers and we understand and agree that the use of these images and/or recordings is not an invasion of privacy. Neither will we, not anyone claiming to be speaking on our behalf, later object to the Archdiocese's use of these images and/or recordings. Images and/or recordings may be posted to the school's website or in marketing materials. Photos of students may be put on social media. Photos on the Internet may identify the activity or class, but will not identify the individual students in the photo.

By signing and returning the acknowledgement form for this Parent/Student Handbook, you are agreeing to the above terms and conditions for photography and video consent at Holy Apostles Catholic School and its events.

Retention

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention, keeping in mind the best educational interest of the child involved. When retention seems likely, parents are contacted several times during the year. The final decision will rest with the principal in accordance with [Archdiocesan Policy 5123](#).

Report Cards and Progress Reports

Parents are kept aware of their child's progress in school by means of:

1. Report cards issued three (3) times per year (grade 1-8) and twice (2) per year for 3K-5K.
2. Mandatory Parent/Student Conferences are held in November, following the first (1) trimester report cards. Spring conferences may be scheduled following the second (2nd) trimester end.
3. Additional conferences may be requested at other times by the teacher or parent(s). Parents are asked to make an appointment to see the teacher after school. **Please make these appointments by means of an email to the teacher or a call to the Main Office.** It is the policy of the school not to give out the phone numbers of our faculty members. All contact with faculty should be completed through the school.
4. Progress reports are sent out to parents midway through each trimester. The dates for these are noted on the school calendar. Middle School sends progress reports only for academic areas of concern.
5. A disciplinary report may be issued by the teacher or principal if a student's behavior warrants a written communication to his or her parents.

Sacraments

The preparation of children for First Communion and First Reconciliation is primarily the joint responsibility of the parents, godparents, and the parish. Parents and godparents exercise the indispensable roles of model and "sponsor" in their child's preparation process; while the parish provides support and guidance through the direct involvement of parish staff members, volunteer catechists, and other volunteer ministers. This means that direct, short-range preparation for these two sacraments takes place:

1. In special programs outside the school day, thus enabling parent and godparent involvement.
2. In conjunction with parish families whose children attend public school.

Separate registration for these programs is conducted each spring through the parish Christian Formation Center. It must be noted that, while parish-based and parent involved preparation is primary, religious formation in the school provides the children with indirect, long-range preparation for, and follow-up to, the sacramental celebrations which greatly enhances and enriches them.

Certificates of First Communion and First Reconciliation are given for the family's personal records, but permanent parish records are no longer kept. Permanent records of Baptism and Confirmation celebrated at Holy Apostles Parish, however, are on file in the Parish Office. Further information is contained in the Parish Sacrament Policy Handbook.

Families with children attending Holy Apostles Catholic School who are registered members of another Catholic parish are subject to the guidelines of their own parish regarding the preparation of their children for First Communion and First Penance/Reconciliation.

Penitential celebrations will be celebrated during the penitential season of Lent and as a preparation for Easter. Special celebrations involving the whole school may be announced and celebrated during the course of the school year. As always, parents of the children are urged to attend, especially the special, all-school celebrations.

School Commission

The [School Commission](#) is one of the sub-committees of the [Pastoral Council](#). The Commission supports the principal in providing a quality Catholic education by developing policies that promote a cooperative family, school, and parish relationship. Members are invited by the Commission. Open positions are filled annually. Meetings are usually held ten (10) times per year.

School Property

Students are responsible for the proper care of all books, supplies, furniture, and technology supplied by the school. Students who disfigure and/or vandalize property, break windows, or do other damage to school property or equipment will be required to pay for the damage or to replace the item(s).

School Lockers and Desks

Holy Apostles Catholic School reserves the right to search anything brought onto school property.

The school administration shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

School lockers and desks are the property of Holy Apostles Catholic School and at no time does the school relinquish its exclusive control over its lockers and desks provided for the convenience of the students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by school authorities for any reason and at any time, without notice, without student consent, and without a search warrant in accordance with [Archdiocesan Policy 5145.2](#). Any illegal or contraband materials found during a search shall be turned over to law enforcement officials.

School Security

Security Cameras

Security cameras are installed in places where the security of equipment or people could be enhanced. The cameras are placed throughout Holy Apostles Catholic School and in Holy Apostles Parish, both inside and outside the building. The main intent is to record and store video for the safety and security of the students, faculty, staff, and visitors of Holy Apostles Catholic School. Information obtained from the cameras is used exclusively for law enforcement and/or policy enforcement.

Police Questioning and Apprehension

(in accordance with the [Archdiocese of Milwaukee Policy 6164](#))

Law enforcement officers or social service providers may not remove a student from a Holy Apostles parish/school building for questioning without permission of the student's parent, regardless of the student's age. However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant or an order signed by the judge of the children's court.

A law enforcement officer has the right to question a student, even without a warrant; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption. The administrator will, of course, notify the parents that the child is being questioned. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Student Records

Parent(s) and/or legal guardian(s) have the right to inspect and review education records. They also have the right to seek amendment of education records. Student records will be forwarded to new schools upon transfer. Parent(s) and/or guardian(s) have the right to file a complaint with the [Family Policy Compliance Office](#) if they believe their child(ren)'s records have been improperly disclosed.

To inspect and review education records, parent(s) and/or guardian(s) need to arrive and leave the Main Office of the school between 8:30 a.m. and 2:00 p.m. during normal operating days. Records may not leave the office and must be reviewed in the School Office. Reviews must be for "legitimate educational interests" and may not become excessive. Requests for amendment of education records must be submitted in writing and allow for ample time for amendment by Holy Apostles Catholic School. School officials include teachers or support staff, clerical staff, administrators, and the pastor. Legitimate educational interests will be decided by the principal on a case-by-case basis and will follow usual and customary practices.

Teacher Aide Program

Staffed and volunteer teacher aides assist students in the instructional process, under the direction and supervision of the teacher. They are expected to maintain the strictest standard of confidentiality regarding student progress and behavior.

Technology

The use of computers, electronic devices, and the Internet are designed to serve the students, faculty, staff, and volunteers of Holy Apostles Catholic School. Network and Internet access is provided to further the educational goals and vision of Holy Apostles Catholic School. All use of the school network, electronic devices, electronic resources, and electronic communication provided through the school are and remain the property of Holy Apostles Catholic School. Access to the Internet and the use of the computer network, including the independent use of school-owned devices for use off school ground are subject to this policy and its accompanying regulations.

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

Parents and/or guardians are the primary authority responsible for imparting the standards of ethical and legal conduct for their child or ward. Therefore, Holy Apostles Catholic School supports and respects each family's right to decide whether or not their child may have access to the electronic resources of Holy Apostles Catholic School. The Parent and Student Agreement Form is included with the August parent packet and should be returned to the school office to indicate your decision on this matter.

Acceptable Use Policy

Holy Apostles Catholic School provides a wide range of technology resources for student use. These technology resources are to be used **ONLY** for educational purposes. Access to Holy Apostles Catholic School resources and technology is a privilege and **NOT** a right. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all the rules and conditions listed, as well as those given verbally by Holy Apostles Catholic School teachers and administrators, and to demonstrate good digital citizenship and ethical behavior at all times.

Holy Apostles Catholic School uses a filtering and monitoring system to track all computer and Internet use on our network. The system is designed to prevent access to educationally inappropriate sites in compliance with [Federal Child Online Privacy Protection Act \(COPPA\)](#) regulations. Holy Apostles Catholic School educators can request that specific sites be blocked or unblocked by contacting the Holy Apostles IT Help Desk. This is to allow flexibility and access to educational resources and to block access to those sites that would become a distraction from the educational goals of Holy Apostles Catholic School. Student accounts, storage use, and activities on the school network are not private. It is subject to the same rules as defined by the school property section of this handbook. At any time, with or without notice, Holy Apostles Catholic School administrators reserve the right to review, audit, and search through any file or account under the direct administration of the school

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, Holy Apostles Catholic School cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to a teacher or administrator.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cybercrimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, sending threatening or harassing email or messages, cyber-stalking, vandalism, viewing sexually explicit material if under the age of 18, unauthorized tampering with computer systems, using misleading domain names, using another person's identity, and/or identity fraud.

Libel Law: Publicly defaming people through publishing material on the Internet, email, etc.

Copyright Violations: Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Below are the rules and expectations for ALL students using technology at Holy Apostles Catholic School. This list is not exhaustive and can be added to or modified at any time by the Technology Department or the principal of Holy Apostles Catholic School with or without prior notice. Any changes to this policy will be communicated in a timely manner and updated in this document. Violation of these policies may result in the loss of access to computer technology as well as other disciplinary, legal, and/or monetary consequences. The decision of the school administration regarding inappropriate use is final.

1. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT, EMAIL ACCOUNT, AND ALL OTHER SCHOOL PROVIDED ACCOUNTS.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account(s). I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer or electronic device at the end of every session so another user cannot use my password or account.
2. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgar language, or any other inappropriate language as determined by my teachers and the school administrators.
3. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing email or messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in or out of school.
4. **I AM RESPONSIBLE FOR MY USE OF THE HOLY APOSTLES CATHOLIC SCHOOL NETWORK.** I will use Holy Apostles Catholic School resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. I will not search, retrieve, save, circulate, or display images or information about weapons or violence using any school device unless I am given permission by a teacher as part of a school assignment. I understand that the use of the school network and resources for illegal or commercial activities is prohibited.
5. **I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not

negatively impact the school learning environment and/or my fellow students, teachers, and administrators.

6. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SCHOOL'S NETWORK.** I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers and/or devices.
7. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.** I understand that vandalism is prohibited. This includes but is not limited to: accessing, modifying, or destroying equipment, programs, files, or settings on any school device or resource. I understand that I need authorization from a school administrator or teacher to use a personal electronic device that I bring to school including but not limited to memory storage devices, mobile devices, and music players. I understand that any personal electronic device is subject to policy in place concerning school property in this handbook and that I am responsible for its care and upkeep. Holy Apostles Catholic School will not be held liable for damage or loss of a personal device.
8. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, video, etc.) in someone else's name.
9. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.
10. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.** I will follow all guidelines set forth by Holy Apostles Catholic School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcast, or video server). I understand that it is unsafe to post any personal information about myself or others, including but not limited to: name, address, phone number, or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussion forums.

Use of Phones

To foster responsibility, students are not allowed to call home for forgotten items. A student must have permission from the Main Office to use any phone. Cell phones/Smart Watches (for text/call use) may not be used during the school day and may not be turned on while school is in session or during the extended school time of 8:05 a.m. to 3:30 p.m. Students should keep their phones in their lockers or safely stored away until the end of the day. Holy Apostles School is not responsible for student's personal phones.

Social Media

The following guidelines are in accordance with the [Archdiocese of Milwaukee Policy 6161.2](#). Students will not be granted access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) from parish/school owned computers/technology without approval from an administrator. The school reserves the right to establish online accounts for educational platforms for students under the age of 13 for educational use with proper parent consent to be in compliance with [Federal Child Online Privacy Protection Act \(COPPA\) regulations](#).

Rules for Acceptable Use of Social Media:

- Parents will be made aware, in writing, of the parish/school's intended use of digital communication. Parents will be provided with a means to access the communication system that their child(ren) is/are required to use for academic purposes (e.g. SeeSaw, Teams, etc.).
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, peers, and viewers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to parish/school computers/technology, as well as disciplinary consequences in accordance with Holy Apostles Catholic School's disciplinary policies. The decision of the pastor/principal regarding inappropriate use of social media is final.

Smart Watch Policy

Smart Watch Policy: The following updated technology policies are designed to ensure a focused learning environment and prevent distractions during the school day. The following policies apply to all smart watches including but not limited to: Apple Watches, Fitbit, Garmin, or any other smart watch with text, call, gaming, photo, social media, or internet capability.

Smart watches should not have the text, call, gaming, photo, social media, or internet capability during the school day including class time, lunch, recess, or Student Assistance Time (SAT).

Silent Mode Only: Smartwatches should be set to silent mode at all times to avoid disrupting the class with step notifications or alarms. We understand that many students use a smart watch to track steps. This type of usage is allowed but cannot distract from class time. Students should not use smartwatches to record or take pictures during the school day, during after school care, or on the school bus. Smartwatches must adhere to all other school policies beginning on page 46 of parent/student handbook regarding electronic devices, such as mobile phones and tablets.

Responsibility for Loss or Damage: Students are responsible for the safekeeping of their smartwatches and are encouraged to keep these devices at home. The school may not be held responsible for lost or damaged devices.

Confiscation Policy: If a student violates the smartwatch policies above or if they create any type of distraction, during class time, lunch, recess, or Student Assistance Time (SAT) the device will be confiscated by the principal and can be picked up by a parent or legal guardian at a pre-determined time from the school office.

Tuition and Fees

(Tuition Collection in accordance with the [Archdiocese of Milwaukee Policy 3240](#))

Holy Apostles Catholic School charges tuition and fees which are directly paid by parents and/or guardians. At least 40% of the actual per student cost of operating the school is subsidized by Holy Apostles Catholic Parish for parish members, while non-parishioners pay the full cost of educating a child. Parents and/or guardians are made aware of the actual per student cost and of the subsidy they are receiving from the parish. Holy Apostles Catholic Parish supports the school in pastoral, moral, and financial consideration. The financial support is proportionate to the amount of parish income, determined by the local needs and sensitive to the other ministerial needs of the parish. Tuition is paid directly to the school. The parish and the school shall review financial obligations at the end of each semester and shall meet with parents and/or guardians to make decisions regarding payment of unmet tuition and fees.

Tuition Assistance

- As a Christian community we are aware that, in some circumstances, payment of tuition could cause financial hardship on a family. Holy Apostles Catholic Parish has discretionary decision making responsibility regarding tuition assistance for those families that may experience financial hardship. Families who need financial assistance should visit <http://www.hanbschool.org/enrollment> for more information.

Tuition in Arrears

Past due tuition over 30 days

- A notification is sent stating tuition is due.

Past due tuition over 60 days

- A 2nd notification is sent stating tuition is late.
- Late fees are added after two (2) weeks.
- Families who need financial assistance should visit <http://www.hanbschool.org/enrollment> for more information.

By the end of the school year, overdue monies will need to be paid in one of the following methods:

- In full with a personal check
- In full with a credit card plus a service fee
- An electronic payment plan
- Other mutually agreed upon plan by the parent(s) and/or guardian(s) and the principal
- Information will be shared with the pastor and/or the Director of Integration.

Tax Deduction for Tuition Expenses

Tuition expenses paid by a parent/guardian for a dependent child at a private K-12 school are eligible for a tax deduction according to the tax code [Wis. Stat s.71.05\(6\)\(b\)\(49\)](#). A person may claim the deduction for payments made toward a pupil's tuition and mandatory book fees up to the amount allowed under current law. If the child receives a scholarship or financial assistance from the parish/school, the taxpayer can only claim the expenses they have actually paid. Tuition does not include any amounts paid out as a separate charge such as supplies, registration, extra-curricular fees, meals, etc.

Visitors and Volunteers

Parents and visitors to Holy Apostles Catholic School are asked to report to the Main Office when first entering the building. You will be asked to register via the Raptor System with your state id or driver's license and indicate the room number where you will be and the time(s) you will be there. You will also be provided with a "Visitor Badge" by the Main Office which should be worn at all times when in the building. You will return the badge when you sign-out at the end of your visitation. If you are dropping off a forgotten item for your child, the item should be dropped off in the office and the office staff will deliver it to your child. No teacher is to be disturbed during class or during the school day. Business of any nature between a parent and teacher should not be taken care of in the school hallways, classrooms, or any place where students are present. Appointments must be made in advance.

Holy Apostles Catholic School encourages and promotes volunteerism and encourages parents to become actively involved in their child's education process. To this end, Holy Apostles Catholic School promotes community members to volunteer during the many school events during the school year. However, to maintain a safe environment for our students, the [Archdiocese of Milwaukee and Holy Apostles Catholic School requires training](#) prior to any volunteer activities in which there will be regular and/or prolonged contact with our students. This is also in accordance with the [Charter for the Protection of Children and Young People](#).

The following must be met prior to volunteer service at Holy Apostles Catholic School:

- [Safe environment education](#) as provided by the Archdiocese.
- State and national background checks repeated at least every five (5) years.
- Read and sign a form acknowledging that they have received and read the [Code of Ethical Standards for Church Leaders](#).
- Receive and read a copy of the [Mandatory Reporting Responsibilities](#).

Walkers and Bike Riders

Students must have written parent and/or guardian permission to walk or ride their bike to and from school. Bicycles are to be walked on and off the school grounds in areas where others may be walking. Students are instructed to lock their bikes in the bike rack. At no time are bicycles to be ridden on the school grounds during the school day. The back rack is located at the corner of the school building near the Gym Entrance. Skateboards and roller blades are prohibited at school or on school grounds at all times.

Withdrawals and Transfers

The procedure for withdrawal or transferring is as follows:

1. Notify the school administration and obtain the appropriate withdrawal forms.
2. Return all school books and property and make sure all fees and tuition are paid.
3. Take the completed withdrawal forms to the Main Office for final clearance.
4. A fee of \$10.00 per student will be charged to cover the cost of handling and mailing the records. (Make check payable to: Holy Apostles School)

Acknowledgement of the 2023-2024 Parent/Student Handbook

Memo To: Parents and/or Guardians
From: Principal of Holy Apostles Catholic School
Re: Parent/Student Handbook

Cooperation between the school and home is of the utmost importance. The Parent/Student Handbook is a tool to be used in the successful running of the school so as to ensure the rights of all involved. It is our hope that all parents and students will become familiar with the Handbook and will cooperate in upholding and carrying out the directive therein.

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

When you have read this year's 2022-2023 Parent/Student handbook, please share any pertinent school information with your child(ren).

Please print out this form and return this page to the school office at the time fees are paid.

HOLY APOSTLES CATHOLIC SCHOOL

We have read the 2022-2023 Parent/Student Handbook and understand the need for cooperation and support between the school and the home. By sending our child(ren) to Holy Apostles Catholic School, we accept the regulations and guidelines set forth, and will assist our child(ren) in understanding what is expected of them as students at the school. We recognize that all new and incoming students are on probation during their first semester here. The principal and the child's teachers will evaluate the student's spiritual, academic, social, psychological, and physical adjustment to see if Holy Apostles Catholic School will meet his or her needs.

Student Signatures

Parent/Guardian Signatures

Father/Guardian

Mother/Guardian

Date

Date

Family Name (Please print) _____