



SIENA
CATHOLIC SCHOOLS OF RACINE
FAITH FORWARD EDUCATION

Family/Student Elementary (3K-8th) Handbook 2026-2027



JOHN PAUL II ACADEMY



OUR LADY
OF GRACE
ACADEMY
Racine, WI



St. Catherine's
High School



St. Rita
School



STEM ACADEMY

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SECTION 1 WELCOME AND INTRODUCTION

As outlined by the Archdiocese of Milwaukee, each elementary school shall have a handbook for the students, families/guardians and staff which provides an overview of rules and operational procedures of the school. This handbook is an agreement between the school and families/guardians and staff. It is an agreement between the parents/guardians of minor students and the school or between the adults and students/families/guardians of the school. It is in effect for one year or until reprinted/republished due to changes. The school reserves the right to amend this handbook at any time and provide notice to parents/guardians that changes have occurred. A copy of this handbook should be in the possession of each family and this may be distributed online or linked in weekly newsletters to avoid confusion when changes occur or costs for printing. All aspects of electronic distribution of this handbook are acceptable methods of communication.

MISSION, VISION, VALUES

Seven Schools, One Community

Siena Catholic Schools of Racine unites the area's six Catholic elementary schools (John Paul II Academy, Our Lady of Grace Academy, St. Joseph, St. Lucy, St. Rita, St. Sebastian STEM Academy) and one high school (St. Catherine's) in a regional model of Catholic education intended to preserve the individual identity, history, and uniqueness of each school while maximizing the impact of collective strength.

Our Mission

Siena Catholic Schools of Racine ignites a spirit of excellence in faith, knowledge, and service, inspiring students to be who God created them to be.

Our Vision

Rooted in the teachings of Christ and His Church, Siena Catholic Schools of Racine is a premier option for Catholic Education, empowering all members of the Siena Community to live out their vocations in the world as disciples of Jesus Christ.

5110.1 NON-DISCRIMINATION STATEMENT

Siena Catholic Schools respect the dignity of the child. Our schools do not discriminate on the basis of race, color, national origin, ethnicity, sex, or disability in the administration of its admissions policy. Siena Catholic Schools admits students of any race, color, national origin, and ethnicity. Students of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child and/or family because of the unique religious philosophy of the school education programs. Siena Catholic Schools participates in the Racine Parental Choice Program and follows the admissions guidelines and procedures of that program. Siena Catholic Schools follow the teachings of the Catholic Church under the guidance of the Archdioceses of Milwaukee.

2103.2 SCHOOL GOVERNANCE AND POLICY

Siena Catholic Schools of Racine is governed by the Board of Directors of Siena Catholic Schools and follows the policies of the Archdiocese of Milwaukee. Additionally, Siena Catholic Schools participates in the Racine Parental Choice Program and adheres to the policies of that program as stated by the State of Wisconsin.

The President of Siena Catholic Schools is the chief administrator of the schools. The Chief Academic Officer serves as the delegate of the President in most school operational activities. The specific direction of the school is delegated to the Principal, who reports to the Chief Academic Officer. The specific direction of the classroom is delegated to the teacher.

The President, Chief Academic Officer, and Principals of Siena Catholic Schools reserve the right to make discretionary decisions and judgments on any area not specifically covered in this Handbook or in parent/guardian/student contracts.

Should you have a concern regarding your child in the classroom, the following procedure is expected to be followed:

- Consult with the teacher first. This is expected as the first step for any concern. It is expected that staff and parent/guardian set up an in-person and/or virtual meeting to discuss concerns.
- Emails back and forth are fine; however not always in the best interest to deal with situations. Face-to-face is best.
- Consult with the teacher and learning support coordinator, if related to achievement/academics.
- Consult with the Principal after the first step (and not related to achievement/academics) does not produce a satisfactory result.
- Consult the Chief Academic Officer of Siena Catholic Schools if the first two steps do not produce a satisfactory result.
- Consult the President of Siena Catholic Schools only when all other steps have been completed without satisfactory results.

RELIGION

As a Catholic school in the Archdiocese of Milwaukee, religion is an integral part of our daily program. Either a formal class or a planned liturgy is experienced each day. All students attend Mass weekly and on Holy Days of Obligation. Our main task is to create an environment for people to learn Catholic values and principles, at the same time teaching Catholic Doctrine.

Only approved religion texts are used in the formal religion class. Guidelines prepared by the Bishops of the United States are followed in all of our sacramental and liturgical preparation. Students in 2nd grade receive the sacraments of Holy Eucharist and Reconciliation. Children of other religious affiliations who attend Siena Catholic Schools are expected to participate in religion classes as a content area and are encouraged to participate in other religious activities of the school at an appropriate level.

6181: Accreditation of Catholic Schools

All schools must be accredited. Accreditation of Catholic Schools with Grades PK-8 All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA). In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

All Siena Catholic Schools are fully accredited at this time. We strive for annual school improvement by planning based on student achievement data.

2100: Legal Structure of Parishes in the Archdiocese

All parishes in the Archdiocese of Milwaukee are incorporated under Wisc. Stat. Sec. 187.01(2) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. The specific roles of trustees, their relationship to the parish council, their

spiritual formation, and other related issues are developed fully in the Parish Trustee Manual.

2110: Archdiocesan Office for Schools

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs. The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation.

SIENA CATHOLIC SCHOOLS SENIOR LEADERSHIP:

Dr. Sue Savaglio-Jarvis
President
ssavaglio@sienacatholicschools.org

Dr. Trudy Giasi
Chief Academic Officer
tgiasi@sienacatholicschools.org

Kurt Kaiser
Chief Operations Officer
kkayser@sienacatholicschools.org

Kimberly Gardner
Chief Advancement Officer
kgardner@sienacatholicschools.org

David Adrian
Controller
dadrian@sienacatholicschools.org

Shane Beecraft
Director of Human Resources
sbeecraft@sienacatholicschools.org

Address

245 Main Street, Suite 402
Racine, WI 53403

Phone Number

262-800-1111 ext.1000

SCHOOL	ADDRESS	CONTACT INFO
<u>John Paul II Academy</u> Principal: Dr. Renee Manikham	2023 Northwestern Avenue Racine, WI 53404	Phone: 262-637-2012 Fax: 262-637-5130
<u>Our Lady of Grace Academy</u> Principal: Mrs. Ashley Smith	1435 Grove Avenue Racine, WI 53405	Phone: 262-833-7100 Fax: 262-977-9470 ologas@sienacatholicschools.org
<u>St. Joseph School</u> Principal: Mrs. Heidi Hernandez	1525 Erie Street Racine, WI 53402	Phone: 262-633-2403 Fax: 262-633-4423
<u>St. Lucy School</u> Principal: Mr. Joel Adamczyk	3035 Drexel Avenue Racine, WI 53403	Phone: 262-554-1801 ext. 211
<u>St. Rita School</u> Principal: Ms. Beth Woodward	4433 Douglas Avenue Racine, WI 53402	Phone: 262-639-3333 strita@sienacatholicschools.org

St. Sebastian STEM Academy Principal: Mr. Jordan Thoennes	3030 95th Street Sturtevant, WI 53177	Phone: 262-425-0009 sebs@sienacatholicschools.org
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5101: Right to Amend Handbook

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

SECTION 2: ADMISSIONS, TUITION, AND FINANCIAL AID

As space allows, families are welcome to enroll, following the Admissions Policy and Eligibility Requirements outlined in this section. Siena Catholic Schools provides students of any race, color, nationality, and ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Link to the Siena Catholic Schools Admissions Handbook coming soon

The Admissions Handbook contains the following information:

- Admissions Policy - Incoming K3 – 12 Grade Students
- Appeals Process
- Criteria for a High School Diploma
- Transfer and Re-Admit Applicants
- Children with Exceptional Educational Needs (6164)
- Gender Identity Policy
- Home-Schooled Students

TUITION

Tuition for the school year is set before registration begins and is clearly posted on the enrollment form. Information for tuition payment is provided by the Siena Catholic Schools of Racine financial department.

2026-27 SCHOOL YEAR TUITION - K4 to 8th Grade

One Child:	\$4,418.00
K3 - 8 Second Child	\$3,313.50
K3 - 8 Third Child & Beyond	\$2,209.00 Per Child

TUITION PAYMENT OPTIONS

OPTION 1: *Payment in full* online using bank account or credit card by August 28th, 2026. This is processed through Blackbaud Tuition Management. You will receive information and instructions in a separate email.

OPTION 2: *12 monthly payments*. This is processed through Blackbaud Tuition Management. You will receive information and instructions in a separate email. A \$56 Blackbaud Tuition Management registration fee will be charged, payable with the first tuition payment. Automatic payments are also available.

- Payment Months: Payments are due by the 28th of each month, July 2026 through June 2027.

FINANCIAL AID

Siena Catholic Schools of Racine offers financial aid options to assist families with the cost of tuition. To apply for financial aid, please follow the link to [Blackbaud Financial Aid](#). The financial aid application is open two times a year:

- October 1 through December 14, for new families only. Awards emailed in mid-January.
- February 1 through April 15, for all families. Awards emailed in mid-May.

RACINE PARENT/GUARDIAN CHOICE PROGRAM

In concert with the Wisconsin Department of Public Instruction (DPI), Siena Catholic Schools participate in the Racine parent/guardian Choice Program. The Choice Program is an annually renewed program that will follow a student through 12th grade if paperwork is submitted each February.

To determine if your family is eligible for the Racine parent/guardian Choice Program, two criteria must be met:

Income: The adjusted gross income from the Federal 1040 must be less than what is outlined. Families with married receive a \$7,000 credit that is subtracted off of their AGI to determine income.

2026-27 Income Limits by Family Size

Family Size Yearly Income

1 – \$46,950

2 -- \$63,450

3 – \$79,950

4 -- \$96,450

5 -- \$112,950

6 – \$129,450

For each additional member add \$16,500

Residency: All students must provide documentation that they meet the residency requirement specific to the program each year. Students must reside in the Racine Unified School District.

The Siena Catholic Schools' RPCP open enrollment periods are the 1st through the 20th during the months of February, March, April, May, June, July, and August. Families interested in learning more about the Choice Program should contact the Siena Catholic Schools Admissions Office at admissions@sienacatholicschools.org or (262) 812-0155.

Follow the link to find the application for the [Racine parent/guardian Choice Program \(RPCP\)](#). When looking for the school's name, click on "SIENA CATHOLIC SCHOOLS". When submitting documents for income and residency verification, please email them or drop them off to your school's office.

First open enrollment is **February 1-21, 2027**. Additional enrollments are March, April, May, June, July, and August.

For more information about the Choice Program, go to:

<https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>

For enrollment questions, please contact the Siena Admissions Office at 262-812-0155 or by email at admissions@sienacatholicschools.org.

Para preguntas o ayuda con cualquier paso arriba en español, por favor contacte a Cintia Sanchez, Coordinadora de Admisión Bilingüe al 262-753-1471.

ADDITIONAL FEES, COSTS, AND FUNDRAISING

- All school supplies on the annual supply list are purchased by the family.
- School uniforms are purchased by the family.
- Some extra project items or supplies may be requested by the teacher during the year.

- There may be optional donation events; families participate according to their means.
- The cost of field trips is dependent on the family.
- Any family foreseeing financial difficulty may notify the office to see if help is available.
- Schools hold fundraisers throughout the year to fund specific programs and enhancements. Families are highly encouraged to participate and donate.

BATHROOM INDEPENDENCE: K3/K4 POTTY TRAINING REQUIREMENTS

Bathroom independence from all students is a crucial part in having a safe and successful school year. Siena Catholic Schools does not have the facilities, the supplies or the staff to help change children at school.

Siena Catholic Schools defines potty-trained children as the following:

- No longer wearing diapers, Pull-Ups or absorbent underpants
- Can communicate to the teacher when they need to go to the bathroom
- Can attend to their own hygiene (i.e. wiping, washing hands, flushing the toilet)
- Can communicate with the teacher when they have an accident
- Can change out of their wet/soiled underwear/clothing and put on clean clothes independently, if a bathroom accident occurs.

If a child is not completely potty trained as described above, the parent/guardian may choose one of the following options:

- Temporarily withdraw the child from school for an agreed upon timeframe until he/she is potty trained. If there is a waiting list for the grade level, his/her name would be placed at the top of the list.
- Withdraw your child from school until the 2027-2028 school year.

Bathroom Accidents:

We understand that bathroom accidents can happen, which is why every child is required to keep a spare set of clothes at school. An “accident” is defined as soiled pants (urine or feces) and the student informs an adult that they need to change their clothes.

If the accident involves urine, students will be given the opportunity to change themselves into clean clothes. If the accident involves feces, a parent/guardian will be contacted to either come to school and assist their child with changing or to take their child home.

If a student has **more than two accidents** (urinating or defecating in their pants while awake) **within a two-week period**, the student will be considered not fully potty trained. In this case, the following procedures will apply:

1. Parents/guardians are notified by the classroom teacher regarding the concerns with accidents occurring at school.
2. The family is provided with two options:
 - i. Temporarily pause their child’s attendance so that potty training can continue at home
 - ii. Make the decision to remove their child from the school setting for an extended period of time until the child is ready to return to school.
 - iii. **Please Note:** Tuition policies remain in place during this time.
3. If, after returning from the agreed upon timeframe of potty training period at home, the child continues to have accidents, enrollment will be deferred until the next school year.

6151: Class Size

To assure quality learning in the classroom, Siena Catholic School has a policy concerning the size of classes. There are no state regulations directing the teacher/child ratio. However, best practices include the following:

Age of Children, Minimum Number of Teachers to Children, Maximum Number of Children in Group

3 years to 4 years, 1:10, 20

4 years to 5 years, 1:16, 24

5 years to 6 years, 1:17, 32

6 years and over, 1:18, 32

SECTION 3: COMMUNICATIONS

COMMUNICATIONS

Effective communication to and from the school office, staff, and parishes foster the best relationship with the families of each school and enhance their experience within its community.

COMMUNICATION FROM SCHOOL

- School Newsletters: The weekly newsletter supplies information and timely reminders for events, dates, policies, and news. Weekly newsletters are sent to families, and are posted to the school website. Any newsletter item or attachment sent from an individual or organization is subject to editing for space and content and should be sent by Wednesday at noon to both the principal and administrative assistant in order to appear the same week.
- School Messenger Alerts: The school office regularly uses school messenger to broadcast needed reminders via email.
- Phone calling is used mainly for immediate emergencies. It is important to have correct phone number on file
- Class Dojo is a mode of communication between families and the school/classrooms.

PHONE CALLS AND MESSAGES

A telephone is available for student use in the school's Main Office at the end of the school day. Students are expected to make transportation and other personal arrangements before arriving or after leaving the school building. Students will not be permitted to leave class to make phone calls. In the event of an emergency, students/guardians should speak with a staff member. The school's Main Office will relay any emergency messages to students as needed.

SCHOOL WEBSITES

Each school has a website which is updated regularly. It contains electronic forms, handbooks, calendars, etc. In addition, it also provides information regarding staff and school updates. Please visit the schools website for more information.

STUDENT CONTACT INFORMATION

Parents/guardians are required to notify the school's Main Office immediately of any changes to contact information, including phone numbers, addresses, names, or email addresses. It is essential that the school has up-to-date contact information on file at all times, especially in the event of an emergency.

To support both the environment and efficient communication, most school updates are sent electronically. Therefore, it is especially important that a current and frequently checked email address is on file.

RELEASE OF STUDENT INFORMATION

Students and parents/guardians have the right to opt out of being filmed, photographed, or interviewed. If you do not wish for your child to be interviewed, photographed, filmed, or have their image used in any form, you must submit a written notice to the school's Main Office by September 1st each year. Student information will be released to law enforcement agencies upon official request.

5145: Police Questioning and Apprehension

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

5145.2: Search and Seizure

To maintain a safe and orderly learning environment, Siena Catholic Schools reserve the right to conduct reasonable searches of school property and student belongings in accordance with applicable law.

School-issued property, including lockers, desks, textbooks, technology devices, and other materials, remains the property of Siena Catholic Schools and may be inspected at any time. Student personal belongings may be searched when there is reasonable suspicion that a school rule or law has been violated. Prohibited, illegal, or dangerous items discovered during a search may be confiscated, disciplinary action may be taken, and law enforcement may be notified when appropriate.

SECTION 4: ATTENDANCE, SCHOOL START AND END TIMES AND TRANSPORTATION SECTION

ATTENDANCE POLICIES

Regular attendance at school is essential to the success and well-being of the students. Irregular attendance or frequent tardiness is detrimental to the student's education.

SCHOOL START, TARDY AND DISMISSAL TIMES

SCHOOL	SCHOOL HOURS Monday-Friday (during school year)	BEFORE & AFTER CARE HOURS Monday-Friday (during school year)
John Paul II Academy Principal: Dr. Renee Manikham	School Hours: 7:25 a.m. - 2:25 p.m. Office Hours: 7:00 a.m. - 3:00 p.m.	Before Care: 6:30 a.m. - 7:10 a.m. After Care: 2:30 p.m. - 5:30 p.m.
Our Lady of Grace Academy Principal: Mrs. Ashley Smith	School Hours: 7:25 a.m - 2:25 p.m Office Hours: 7:00 a.m - 3:00 p.m	N/A
St. Joseph School Principal:	School Hours 7:45 a.m. - 2:45 p.m.	Before Care: 6:30 a.m. - 7:30 a.m.

Mrs. Heidi Hernandez	Office Hours 7:15 a.m. - 3:15 p.m.	After Care: 2:45 p.m. - 5:30 p.m.
St. Lucy School Principal: Mr. Joel Adamczyk	School Hours: 7:20 a.m. - 2:20 p.m. Office Hours: 7:00 a.m. - 3:00 p.m.	Early Drop-off 6:45 a.m. After Care: 2:00 p.m. - 5:30 p.m.
St. Rita School Principal: Ms. Beth Woodward	School Hours 7:45 a.m. - 2:45 p.m. School Office Hours 7:25 a.m. - 3:25 p.m.	Before Care: 6:30 a.m. - 7:35 a.m. After Care: 2:45 p.m. - 5:30 p.m.
St. Sebastian STEM Academy Principal: Mr. Jordan Thoennes	School Hours 7:25 a.m. - 2:25 p.m. School Office Hours 7:00 a.m. - 3:00 p.m.	Before Care: N/A After Care: 2:30 p.m. - 5:30 p.m.

Students are expected to be in their classrooms by the tardy time defined by each school. Failure to do so results in the following:

- Parent notification
- Repeated tardiness, lunch detentions, in-school suspension, out-of-school suspensions, and expulsions.
- Progressive discipline will apply to repeat offenders.

Dismissal time during the school year

Students must be picked up no later than 15 minutes past the end of the school day hours. To ensure student safety, repeated late pick-ups may result in disciplinary action, including possible removal from Siena Catholic Schools. If families anticipate being late, they should notify the school's Main Office. The late pick-up policy follows a three-step warning system:

1. First late pick-up: Verbal reminder.
 2. Second late pick-up: Written warning sent via email and certified mail.
 3. Third late pick-up: May result in administrative review and possible withdrawal from school.
- Please note: Not all Siena Catholic Schools provide after-school care. If a student remains at school past 3:15 p.m., the school will contact local authorities for assistance.

BEFORE & AFTER CARE

The BASC child care program provides before and after school child care for students at select schools. Students must be registered for the program annually to utilize the service.

Registration form can be found in the school newsletter or School's website. If you need help, please contact the school's office.

SCHOOL ATTENDANCE AND THE LAW

6112: School Day

The school day shall be scheduled by the administration, within the requirements of state law and regulations, to offer the greatest educational advantage. All members of the professional staff shall be expected to be on duty before and after regular school hours to plan and to carry out their individual professional responsibilities. Students must receive a minimum of three hours of direct instruction in order for the day to count toward the minimum of 177 days of direct pupil instruction.

5112: Compulsory School Attendance Elementary and Secondary Schools

Schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education programs as permitted by law.

The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

The Wisconsin Compulsory Attendance Law (Wis. Stat. 118.15) puts the burden on any person having a child under his or her control to ensure that the child attends school. Parents/guardians who do not comply with the law may be guilty of a misdemeanor punishable by a fine and/or imprisonment. Parents/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). These shall include, but not be limited to:

Parameters for excused absences

- **Illness or Family Emergencies:** This includes personal illness, hospital stay, medical appointments, death of a family member, required court appearances, and funerals. If a student is absent due to illness, a physician's note may be required if the student has exceeded semester or yearly limits. Medical verification/physician's notes may be required and is required after 3 consecutive days for each illness.
- **Severe weather when school is not officially closed**
- **School Sponsored Activity/Field Trip:** A school sponsored activity/field trip is considered an activity where a student is excused from the normal class schedule to participate in a school sponsored activity. Students participating in school sponsored activities/field trips are expected to pre-plan their absences by consulting teachers for class information and assignments.
- **All parent-sanctioned absences count toward the 10-day maximum that the state allows for parental discretion reasons.**
- **Students are responsible for making arrangements with their teacher to make up all assignments.**
- **Required legal appearance-parents/guardians/students should supply verification of court appearances.**

Parameters for unexcused (truant) absences:

- **Examples:** working, babysitting, car trouble, oversleeping, running late, or missing the bus
- **Family Vacation/Trips:** Vacations are unexcused and coded as AU in Powerschool. In the case that a student will miss due to a scheduled vacation, the parent/guardian is responsible for calling the School's Main Office or sending a signed note stating the date(s) of the vacation at least one week in advance of the absence. It is to be understood that this is a breach of state law and attendance contract conditions may be put into place which could result in expulsion.
- **All absences not reported by a parent/guardian to the school are considered unexcused.**

If a student arrives an hour and a half after the start of the school day they are considered absent for a half day. If they leave an hour and a half before the end of the school day, they are absent for a ½ day.

A student who is absent from school is normally not allowed to participate in after-school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after-school or evening activity.

Archdiocese of Milwaukee Compulsory School Attendance does not apply to any child who is temporarily not in a proper physical or mental condition to attend school but who can be expected to return to his or her program upon the termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the

physical or mental condition of the child and of the expectations for the child upon the termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Principals are authorized to require a satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused. It is the responsibility of the school to attempt to contact the parent or guardian after it has been determined that a child is absent from school without notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records.

Attendance is imperative to the learning process. Accordingly, parents/guardians should exercise due diligence in scheduling doctor, dental, and other such appointments after school hours.

In order to promote proper attendance and be eligible for grade completion and advancement, a student must have no more than five unexcused absences during the academic year. The principal will make the final determination of whether an absence is excused.

It is the students/parents/guardians responsibility to contact their teachers for make-up work. Work will be recorded as incomplete until it is made up. There is no late penalty applied. Students are given every opportunity to make up work and new due dates are given by the teacher as work comes in and school work goes out.

REPORTING ABSENCES

Absence from school must be reported daily and immediately. All absences should be reported to the school office either by phone or email. Parents/guardians may call the school office at any time, night or day, and leave a voicemail. It is important to also notify your child's classroom teacher via class DOJO.

EXTENDED OR EXCESSIVE ABSENCES

It is the shared responsibility of the school and the home to help students develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Wisconsin Compulsory Attendance Law requires parents or guardians of children between the ages of six and eighteen to have their child enrolled in and attend full periods and hours on the days that school is in session. A student who has been absent from school without an acceptable excuse for part or all of 5 or more days in a semester is considered a habitual truant under state law. For an extended planned absence such as surgery, a written note or email detailing the days absent may take the place of daily phone calls. Absences longer than three days require a doctor's release from the school. The school will enforce State and Archdiocesan policy with respect to truancy or unusually frequent absences.

TARDINESS

It is the shared responsibility of the school and the home to help students develop good habits of punctuality and attendance. Students not in their classrooms at the school's designated tardy time will be marked tardy. A child arriving at school after the school's designated tardy time must be accompanied by an adult and signed in at the school office.

Arrival after or leaving school prior to the school's designated ½ day time periods will result in the child being marked absent for half a day (see above). If a student arrives more than an hour late for school or leaves school early, the parent/guardian must inform the school office.

5113: LEAVING DURING SCHOOL HOURS

Parents/guardians are not to take a child or children out of school during the day except with good reason. Students leaving school during the day must remain inside the building until an authorized adult enters the school to sign them out. Students returning to school must always be escorted to the main entrance door and checked in by an adult. Adults whom we do not recognize shall be asked to show identification and shall comply. Failure to comply will lead to the student remaining with a staff member until proper notification is acquired. Parents'/Guardians' permission is required to allow a person other than those listed on the emergency contact form to remove a student from school.

VACATION

Families should avoid taking vacations during the school year. Vacations during school time may delay educational progress for some students, so consider carefully. We also acknowledge the positive value of enriching travel if that is the purpose of vacation. Vacations are unexcused absences. Teachers and the school office should be informed of extended vacation plans prior to the absences. A notice of five days in advance of any planned vacation is required. Teachers are not expected or required to provide written assignments ahead of time, provide virtual learning, or to waive any assignments or grading requirements. Each teacher determines what work is to be made up or accomplished.

ABSENTEE HOMEWORK

Upon request, teachers will send assigned work to the school office at the end of the school day and a sibling or parent/guardian may pick it up. In the event of a very long-term absence for illness, injury, etc., contact the classroom teacher for special arrangements. Families may discuss with the classroom teacher the long-term homework requirements due during an extended trip, but should not expect any teacher to prepare lessons ahead of time.

EXTRA-CURRICULAR ACTIVITIES ON AN ABSENT DAY

Students who are absent from school may not return for after-school activities of any kind including sports the same day except with the authorization of the principal.

TRUANCY

Truancy is a willful absence from school for no good reason or from the classroom or teacher's supervision without permission or knowledge. Truancy will incur a consequence depending on the age level that could include detention or disciplinary suspension up to possible expulsion. Repeated truancy could result in referral to social service representatives, the police department, and/or expulsion.

Regular attendance is essential to student success. When a student demonstrates a pattern of excessive tardiness or absences, Siena Catholic Schools will work collaboratively with the family to improve attendance. Depending on the circumstances, the following steps may be taken:

1. Attendance Notification (5 Unexcused Absences/Tardies)
 - In accordance with Wis. Stat. § 118.15, the school will provide written notice to the parent/guardian when a student has accumulated five (5) unexcused absences and/or tardies during a semester.
2. Habitual Truancy Notification (10 Unexcused Absences/Tardies)
 - When a student is identified as habitually truant under Wisconsin law, the school will send a second notification by certified mail informing the parent/guardian of the attendance concerns and potential consequences.
3. Required Attendance Conference
 - The parent/guardian and student may be required to attend an in-person meeting with the principal or designee to review attendance concerns, identify barriers to regular

attendance, and develop an attendance improvement plan. A Last Chance Attendance Agreement may be required.

4. Additional Interventions

- If attendance concerns continue, the school may implement additional interventions, including referrals to appropriate community resources or notification to local authorities.

5. Continued Enrollment

- Continued excessive absences or failure to comply with the attendance improvement plan may result in disciplinary action, including the student's expulsion from Siena Catholic Schools in accordance with school policies.

Student retention is based on academic progress and the student's ability to successfully meet grade-level expectations. Wisconsin law does not establish a specific number of absences that automatically results in retention.

REQUIRED SUMMER SCHOOL

At Siena Catholic Schools of Racine we strive for excellence in all that we do. Our vision is that "Rooted in Christ's teachings, our graduates are prepared to be successful leaders in college, career, community, and the Church."

In order to uphold Siena's vision and values, attendance and academics play a vital role in student success. As stated elsewhere in this handbook, students may not miss more than 10 (excused and unexcused) academic days during the school calendar year. If a student misses any more than 10 academic school days, they will automatically be placed on academic probation for the remainder of the school year. The terms of that probation will be discussed in a collaboration meeting between the student, parent, school designated employee, and/or the building principal. Failure to meet the terms of this probation will result in your child being subject to an Administrative Review completed by the building principal, learning support coordinators, and classroom teachers. The Chief Academic officer may be involved in the review if requested by the school. The Administrative Review can include withdrawal from Siena Catholic Schools of Racine. Parents/guardians will be notified of a summer school decision no later than May 1st.

In addition, if a student misses more than 18 (excused and unexcused) academic days during the school calendar year, they will be required to complete an approved Summer School Program during the upcoming summer. As a reminder, if a student is absent part or all of ten school days (excused AND unexcused) over the course of the school year, that student will require medical verification of all future absences. Failure to complete the Siena Summer School Program requirement and provide evidence of summer school completion to the school office prior to the first Wednesday in August, will result in your child being removed from the Siena Catholic Schools of Racine effective immediately.

Students who are significantly below grade level, experiencing academic failure, or are credit deficit may be required to attend an approved Summer School Program. Failure to provide evidence of completion may result in removal or non-admission from Siena Catholic Schools.

Teachers, principals, and academic support staff may evaluate student academics and collaborate to determine if a student must attend Siena Summer School based on their academic successes. The school decision is final.

[Siena Catholic Schools Summer School Handbook](#)

TRANSPORTATION

Busing is provided and governed by the Racine Unified School District. Enrolled families receive a bus pass for each child from RUSD. The contact number for RUSD Transportation is (262) 631-7138.

Students who ride bicycles or walk to school do so at their own risk. Bicycle riders are to walk their bikes if other students are present. The school cannot accept responsibility for loss, damage, or liability to the bicycles or the riders. Note: skateboards, scooters, etc. are not allowed.

CHANGE IN TRANSPORTATION PLANS

If your child's mode of transportation after school should change it is imperative that you inform the school before 2:00pm. to ensure they can relay the message to the student on time. Siena Catholic Schools will not release students to go home with friends unless we have heard from their parents/guardian directly or if they are on their emergency contact list.

SECTION 5: UNIFORM, DRESS CODE, OOU AND APPEARANCE

The Siena Catholic Schools of Racine uniform policy is intended to create a learning environment where students can focus on their academic, spiritual, and personal growth. A consistent dress code minimizes distractions, reduces comparisons among peers, and promotes a sense of belonging within our school community.

Our expectations also ensure that students can fully participate in all aspects of school life; including writing, creating art, typing, playing musical instruments, participating in science labs, and engaging in physical education and athletics, without unnecessary limitations. By placing the focus on learning, faith, and character rather than appearance, we help students develop the habits and values that support lifelong success.

UNIFORM-DRESS CODE AND APPEARANCE

Students and their families are bound by the following uniform and appearance code for all students in grades 4K-8.

3K students are not required to wear uniforms; however, they are required to wear tennis shoes. No other shoes/boots are permitted as a "day type" shoe. 3K students should bring winter boots in appropriate weather with a change of tennis shoes.

Parents/guardians are responsible to see that the child(ren) conform to this required policy. If you have questions about a uniform item, bring the item to school. In cases where a child may simply forget, we reserve the right at any time to have the parent bring appropriate clothing items from home while the child waits in the main office. Students may not be allowed to return to class until the proper uniform is worn. In addition, (pending size) we may provide used uniform items for the student to wear so that we do not disrupt their learning environment waiting for proper clothes. The administration reserves the right to administer progressive discipline. Violations will result in disciplinary action including detention, suspension, and up to expulsion for repeated offenders.

GENERAL STUDENT APPEARANCE

Appearance of Clothing: Clean, free from wrinkles, no holes, tears, repairs, faded, or stained clothing of any kind.

Personal Hygiene and Perfume: Students in grades four through eight should shower daily and apply antiperspirant or deodorant. Perfume/cologne in any form is not allowed. Having a fingernail length where the student is able to participate in sports, music, art, typing, etc. is encouraged. If a student's nail length interferes with participation, the school will notify the parent or guardian. Adjustments must be made within 24 hours.

Hair: Hair must be clean, neat, and well-groomed. Hairstyles should be modest and not distract from the learning environment. Hair may not be purposely styled to extend more than one inch from the

head. Designs cut or shaved into the hair must be subtle in nature. Hair must be a natural color, including extensions. Temporary hair additions, such as tinsel or hair chalk, are not permitted. Hair accessories (bows, clips, barrettes, headbands, beads, etc.) are permitted if they are appropriate for school.

Jewelry, Accessories, Etc.: Earrings must be smaller than a quarter in circumference or length (no ear gauges or other types of piercings can be permitted). Nose, tongue, lip, eyebrow, chin, or other body piercings are prohibited. Band-Aids to cover piercings are not acceptable. Modest necklaces and bracelets are allowed but no large medallions or noisy charms. Wallets, belt chains, keys, and purses are not permitted in class. No visible permanent or temporary tattoos can be permitted.

Cosmetics: Modest and minimal makeup is allowed. All make-up and acne concealment must be done at home and not at school. Any make up brought to school will be confiscated.

Shoes: Any type/color of athletic or Tennis shoe with laces or Velcro and a rubber sole. All shoes must be closed-toed and have a full back on the heel. Sandals, crocs, moccasins, boots, high heeled, open-toe or backless shoes of any kind are NOT PERMITTED AT ANY TIME (which includes OOU days). Winter-style boots are only to be worn outside for recess. Shoes must be worn at all times.

Special cases: In the event of a cast or medical condition, special allowances may be made to the uniform policies to accommodate individual needs.

SCHOOL UNIFORM REQUIREMENTS

Students and their families are bound by the uniform information noted below and in school communication. If questions arise about a purchased uniform item, bring it into the school to check before wearing it.

- [John Paul II Academy Uniform Information](#)
- [Our Lady of Grace Academy Uniform Information](#)
- [St. Joseph Uniform Information](#)
- [St. Lucy Uniform Information](#)
- [St. Rita Uniform Information](#)
- [St. Sebastian STEM Academy Uniform Information](#)

Uniform and Appearance Violations

If students are not wearing the correct uniform, they shall be given available items from the used uniform collection to wear or a parent/guardian will be required to deliver proper attire upon notification if there is not correct sizing in the used uniform collection.

OUTERWEAR REQUIREMENTS

Siena Catholic Schools recognizes the importance of outdoor recess in supporting students' physical health, social development, and overall well-being. Whenever possible, students will be provided with opportunities for outdoor recess in a safe and supervised environment. Students should wear outerwear appropriate to weather conditions and must be labeled with the student's name.

Each school shall establish and communicate building-specific outdoor recess guidelines.

School administrators or their designees are responsible for determining whether outdoor recess will be held based on factors including, but not limited to, temperature, wind chill, precipitation, air quality, playground conditions, and other safety considerations. Parents and guardians are expected to ensure students are dressed appropriately for seasonal weather conditions.

Sweatshirts are not considered coats. Snow pants, boots, mittens/gloves, and hats are needed for

below-freezing temperatures, and snowy days. These items are also required for students to play in the snow.

Please dress for the weather and do not plan to ask the secretary for warmer/cooler clothes if your child changes their mind later in the day or if your child decides to play in the snow or puddles without proper attire.

SPIRITWEAR

All spirit wear orders and guidelines will be advertised and announced by each school. All items must conform to stated individual school policies.

OUT OF UNIFORM DAY REQUIREMENTS

Out of Uniform Days (OOU) are communicated by the school office through handouts, the weekly newsletter, and/or other school messaging and/or the classroom teacher. OOU clothing must be modest and appropriate and follow the rules as outlined in the communication sent home.

The following are not allowed on OOU days:

- Bike shorts and leggings are not appropriate unless underneath a skirt or dress.
- No tank, crop, low cut, midriffs or sleeveless tops. Shirts must fully cover the belly. No spaghetti straps, No shorts during the winter months noted above in the previous section
- No holes, tears or repairs in any tops or bottoms. Jeans or shorts with rips and/or fabric behind them are not allowed.
- No midriffs even with a shirt beneath pulled down
- No inappropriate slogans or symbols on clothing
- Sheer fabrics require a sleeved dark shirt underneath so that no skin color is shown
- No caps or hats are allowed during the day; unless deemed as part of the OOU fun day. If a hooded sweatshirt is worn, the hood must remain down at all times; unless deemed as part of the OOU fun day.
- No crocs, flip flops, fashion shoes, or sandals will be allowed. Students should dress in sneakers every day to allow full participation in P.E., recess, etc.
- For certain OOU days other special restrictions, allowances, or color limitations will be provided in school communications.
- If a student elects not to participate in the OOU day, their school uniform is required. Violation of OOU policies/restrictions may result in exclusion from future OOU days and/or other progressive disciplinary actions.

SHORTS/SKIRTS/SKORTS, ATHLETIC SHORTS REQUIREMENTS (UNIFORM AND FOR OOU DAYS)

- All shorts should reach mid thigh length when standing straight.
- Uniform skirts/skorts/shorts should reach just above the knee.

ENFORCEMENT OF DRESS CODE POLICY

Students in Siena Catholic Schools are required to wear the designated uniform during the school day while inside the building. Students who violate the uniform policy will face consequences. Those with correctable violations will be given an opportunity to fix the issue; however, multiple infractions may lead to suspension, and repeated violations could result in expulsion for insubordination.

If a student refuses to correct the violation, they will be sent home on suspension. Failure to comply with the uniform policy may ultimately result in dismissal from Siena Catholic Schools. Exceptions to the uniform policy may be granted by Principals on a case-by-case basis; as needed.

SECTION 6: ACADEMICS, ASSESSMENTS, GRADING CURRICULUM

Siena curriculum is aligned with the Archdiocese of Milwaukee curriculum expectations.

Curriculum guides that form our educational programs can be found at <http://schools.archmil.org>. The program of instruction for all grade levels includes Religion, Reading/Language Arts, Mathematics, Science, Social Studies, Art, Music, Physical Education, and Health. Elements of Health instruction are included in Physical Education, Religion, and Science programs.

6140: STANDARDS BASED-CURRICULUM, INSTRUCTION, AND ASSESSMENT

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. (NSBECC Benchmark 7.1)

Curriculum documents are designed to:

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources;
- Articulate how students will demonstrate their learning. The school shall provide a wide range of instructional strategies and assessment methods based on the unique needs of each student.

6141.11: Human Sexuality/Family Life

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs per the Archdioceses of Milwaukee. The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

6164.12: Suicide Prevention and Intervention

Siena Catholic Schools is committed to promoting the safety, health, and well-being of all students. The school system recognizes that suicide prevention is a shared responsibility among schools, families, and community partners. Each school shall maintain procedures designed to promote student mental wellness, identify students who may be at risk of self-harm or suicide, provide appropriate intervention, and respond to crises in a timely and compassionate manner.

Each school shall establish a suicide prevention and intervention program that includes:

- Age-appropriate prevention and awareness education for students.
- Annual training for faculty and staff on recognizing warning signs, responding to concerns, and following established reporting procedures.
- Protocols for responding to students exhibiting suicidal ideation or behavior, including collaboration with parents or guardians, emergency responders, and community mental health professionals, as appropriate.
- Procedures for reporting, documenting, and responding to concerns in accordance with applicable laws, diocesan guidance, and school policies.

All employees are required to report any concern that a student may be at risk of self-harm or suicide to the school administrator or designated school official immediately. Reports shall be addressed promptly and in accordance with established school procedures.

Siena Catholic Schools shall review and update suicide prevention and intervention practices as needed to ensure compliance with applicable laws, best practices, and the needs of the school community.

HOMEWORK-GENERAL

Homework is essential for practice in learning, and students are expected to do a reasonable amount of home study daily. The family is responsible to supervise this work and provide an environment to do it well. Teachers may assign consequences for late and missing work. Parents/guardians who have concerns about the homework load for their child should consult the teacher. Typically, very little homework is assigned to our younger students. However, family activities and projects may be assigned for family and home school connections; building partnerships.

6154: Homework

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home. The purpose of homework is threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction. Homework is a developmental learning activity that should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others. Teachers should establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth. Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not graded, but used to inform instruction and assessment. Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.
- The following should guide teachers in the use of homework:
 - The amount of homework assigned to students should be different from elementary to middle school to high school. Level Maximum: Time K (optional) 10 minutes, Primary 30 minutes, Upper Elementary 60 minutes, Middle School 90 minutes, Secondary 150 minutes
 - Students should not be required to exceed the maximum amount of time for their developmental level.
 - Parent involvement in homework should be kept at a minimum.
 - The purpose of homework should be identified and articulated.

ADOPTED: 3/11/1975; REVISED: 7/15/2019

MOVIES/TV/VIDEOS SHOWN AT SCHOOL

Movies or other media programs shown to students at school related to education will have a G rating. An exception to show an educationally valuable PG rated movie would require a preview by the teacher, consultation with the principal, written permission from parents/guardians, the rights of attendance by a parent, or non-participation by a child.

Unrated films and videos such as social studies or science programs used for program enrichment are screened by the teacher to assure quality. In the case of appropriate but "sensitive" subject areas, the same precautions will apply as for PG above.

Occasional seasonal or reward parties for students may feature a video/film purely for entertainment, held to the same standards as educational programs.

FIELD TRIPS

Field trips away from the school are at the discretion of each teacher, and will be planned as curricular enrichment opportunities. All field trips must have a clear education purpose and link to a specific standard. The principal will review and approve all field trip plans. Field trip planning will include disclosure of any safety concerns or special activity. Field trips are considered an extension of the classroom, and academic and behavioral expectations remain in effect. While every effort is made for all students to participate, there may be circumstances in which a parent/guardian is required to accompany and supervise a student due to behavioral, academic, or medical needs. If appropriate supervision cannot be provided, the student may be unable to attend. Students who have received an out-of-school suspension or whose behavior raises significant safety concerns may lose field trip privileges at the discretion of school administration.

- Permission slips and donations should be sent in a marked envelope, to your child's teacher
- Students without signed official permission forms will not be allowed to participate since the school cannot accept sole liability for such events.

Siena Catholic Schools recognizes that transportation for field trips and school-sponsored activities may be provided through various transportation providers. Depending on availability, some buses may be equipped with audiovisual recording devices. This serves as notice that students may be transported on vehicles equipped with audiovisual recording devices as part of school-sponsored activities.

REPORTING METHODS

The school utilizes PowerSchool to share each child's progress and achievement for grades three through eight. The private and confidential access codes needed for each child are provided to the families. The teachers are expected to enter grades for assigned work and tests. Parents/guardians are expected to check PowerSchool regularly for the most up-to-date information regarding a student's academic progress. Report cards are issued on a quarterly basis for grades 1-8 and semester basis, in January and June, for students in 3K, 4K, and 5K. for the purpose of informing the parent/guardian of the student's academic progress. Parents/guardians are expected to attend the fall conference to learn about their child's progress. There are two types of report card formats:

- 3K, 4K, and Kindergarten: The form is developmental in nature, noting progress, or need for further progress on age-level skills, readiness, and behaviors.
- Grades 1 - 8: The form is based on a system noted as Standards-Based Grading. Using a numeral value that aligns with the student's progress.

ASSESSMENT OF STUDENTS

Classroom assessment includes, but is not limited to, observation, oral or written tests or quizzes, review of class work, homework, projects, demonstrations, or other subject-appropriate and grade-level-appropriate means of determining progress. Assessment may also include participation where such values are integral to student progress. Students' annual report cards are archived and copies may be requested through the school office.

STANDARDIZED TESTING

Siena Catholic Schools will administer the standardized tests to all students in grades 3–8 as required by the Archdiocese of Milwaukee and the State of Wisconsin. Current state law allows parents to "opt-out" of having their students participate in this state-wide testing. Parents/guardians who would

like more information about this should contact the Principal. Siena Catholic Schools utilize the STAR progress monitoring assessments multiple times (3x) throughout the school year to track student performance in support of the educational process. In addition, an assessment in reading is given to students. STAR and other assessments help guide immediate learning and may not be opted-out of.

For more information on the ARCH Assessment and Grading, please see link that contains the guidebook:

<https://schools.archmil.org/CentersofExcellence/DOCsPDFs/AssessmentandGradingGuidebook.pdf>

SCHOOL GRADING PRACTICE/GRADING AND ASSESSMENT

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

The Archdiocese of Milwaukee in 2018 had completed a comprehensive review of assessment and grading practices. The goal of the review process was to ensure that our assessment and grading practices are research-based, support and enhance student achievement, and better prepare our students for college and careers. Therefore, based upon this review, the 32 Archdiocese of Milwaukee Schools, and Siena Catholic Schools have adopted, and are implementing, the following for the 2022-23 school year and beyond.

Statement: Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Effective grading practices are necessary for improved teaching and learning.

Guiding Principles:

- We believe assessment and grading are ongoing processes that guide continuous learning.
- We believe grading should be standards-based and reflect what students know and are able to do.
- We believe grading should ONLY reflect student achievement.
- We believe grading should support a growth mindset.
- We believe the purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.
- We believe grading should be transparent and promote common understanding between students, parents, teachers, and schools.

Rubrics are tools used to assess student performance on the report card. Rubrics, which are aligned to the standards, clearly define what the student needs to know, understand, and be able to do to achieve mastery of the specified learning target.

The following are the primary ratings and general definitions we will use for rubrics/report cards on report cards:

Please note: The number in parenthesis following the word descriptor corresponds to how the student's rating is reported in PowerSchool.

Advanced (4)

Student work demonstrates a thorough and consistent understanding of grade-level standards. Students independently integrate concepts and skills. This level of assessment begins in grade 4 and continues through grade 8.

Proficient (3)

Student work demonstrates a consistent understanding of grade-level standards. Students satisfactorily apply concepts and skills.

Basic (2)

Student work demonstrates a partial understanding of grade-level standards. Students exhibit inconsistent application of concepts and skills.

Minimal (1)

Student work demonstrates a partial understanding of grade-level standards. Students complete independent tasks only with assistance.



SIENA
CATHOLIC SCHOOLS OF RACINE
FAITH FORWARD EDUCATION

Proficiency Scale for Standards Based Grading (grades 1-8)

4- ADVANCED	3- PROFICIENT	2- BASIC	1- MINIMAL
The student has shown that they have a further understanding of this concept by demonstrating their understanding in multiple ways. The work is at or above what is considered proficient grade level mastery. This level of mastery does not begin until 4th grade.	The student has a sufficient understanding of the concept that is being taught. They are able to complete the assignment independently. The work that they have completed successfully demonstrates current grade level standards.	The student does not have a full understanding of the concept that is being taught. They are unable to complete the assignment independently.	The student does not have an understanding of the concept that is being taught. They are unable to complete the assignment independently.

5120: STUDENT ACADEMIC PROGRESS

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth: age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions. Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual.

ADOPTED: 11/12/1974; REVISED: 9/29/2016

PARENT-STUDENT-TEACHER-CONFERENCES

Parent-Student-Teacher conference dates appear on the annual calendar. The first midterm conference of the year is mandatory for all families. Conferences may be in person. Conferences are offered in the spring as well, those are either teacher required or parent requested. Teachers will also meet with parents/guardians at other times by request and appointments.

PROMOTION

To remain in good standing and participate in 8th grade promotion activities a student must have successfully completed all academic requirements associated with their classes and have minimum

disciplinary incidents. Failure to meet these expectations may result in the student being removed from the promotion activities, including any class field trips and participation in the school completion ceremony. The removal from any and all promotion activities is based on the principal's discretion in consultation with the Chief Academic Officer. Activities associated with promotion, such as celebrations and field trips, are contingent upon students' acceptable behavior and academic performance prior to the events.

STUDENT RETENTION

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. A student's chronological age, intellectual ability, physical size, present grade placement, peer relationships, family dynamics/complexities, and siblings shall be factored into a decision about whether the retention will help or hinder a child. When retention seems likely, parents are contacted several times during the year. There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years.

In addition, the following factors may be considered:

- The child's performance at the current level falls three grade levels below current grade and age-level expectations.
- The student may also show extreme emotional/social immaturity.
- The teacher believes that repetition of the current curriculum will increase academic performance and confidence so that the child will be successful.
- The student is not suspected or known to have a condition or educational need that requires services or adaptations the school cannot provide.
- Any 3rd grade student scoring a "Developing" or "Approaching" on reading in the Wisconsin Forward exam may be retained and/or will need to develop a plan of support with the school staff and their parents to accelerate their reading progress. Please see our 3rd-4th grade promotion policy linked [here](#)
- No student will be retained in grade level because of disciplinary/behavioral issues or academic difficulties in one subject.

The family of a student in grade eight who meets the criteria for retention may, as an alternative to repeating the grade, request remedial work and a summer schedule/timeline for successful completion, to receive the diploma. If the student still does not meet the criteria, a certificate of attendance is provided in lieu of a diploma.

The ultimate decision to retain a student will belong to the school teachers and administration.

Teachers will communicate with families as soon as possible concerning possible retention and will plan for regular conferences or communication. In certain cases, the principal may agree to a probationary promotion based on the family's specific plan to remediate through summer tutoring. In such a case, the school would need written evidence of full success, and a student promoted under such conditions would be on academic probation for the following year. If, after allowing a probationary promotion the school finds the child cannot master the next school level, retention will be the only path considered, in the child's best academic interest. (5123)

WITHDRAWAL

Students who withdraw from the school must complete a withdrawal [form](#) with the Main Office and return any books or other school property that has been issued to them. Students who withdraw will have all quarter grades immediately frozen and an updated progress report will be shared with the student's new school once a records request has been received.

TITLE 1

This federally funded program is available to some students selected on the basis of academic need and is dependent on socioeconomic status. It consists of weekly remedial assistance for students in reading, in small groups or individually, provided by a visiting teaching specialist. Families eligible for such service are notified during the first grading period.

RECORD ARCHIVES

A cumulative record for each student is kept on file in the school office. These records include report card forms, registration papers, standardized test results, attendance records, and health/immunization records. The contents are passed onto the next school and copies of the records of attendance are kept permanently and archived.

Records of major disciplinary incidents, special-needs testing, medical and court/legal records, and any other sensitive information are kept separately. Such records are passed to the next school as required. Behavioral records are required and can be passed on. Parents/guardians may request a review or copies of records. Requests must be in writing and by appointment for pick up.

TECHNOLOGY USAGE (SCHOOL ISSUED AND USING TECHNOLOGY AT HOME)

Every student has access to the school's technology which is included across the curricular areas. Internet use is protected and filtered for student safety. Students and parents/ guardians are required to sign a contract for Acceptable Use of Computers and Technology, to help assure correct and appropriate use at home and at school. Students in grades one through eight are provided with a Siena Catholic Schools' email address, access to PowerSchool, and other electronic resources. Starting in sixth grade, students are expected to check these resources on a regular basis.

Siena Catholic Schools utilizes numerous forms of technology to network with students, parents, faculty, and staff. Siena Catholic Schools considers any communication through these mediums to be official, public, and regards any interactions between students as if they occurred inside the school.

Students are expected to act with maturity and to treat others with respect. Any inappropriate conduct, including threats, harassment, display of inappropriate images, or other distasteful acts through social networking or technological mediums, on or off of school grounds, can result in disciplinary actions including suspension or expulsion.

Students are to be as responsible with these resources as they are in a classroom or a school corridor. Access is a privilege, not a right. It is important that students do not share their username and password with others, and that they always log out of the computer once finished. Students are responsible for any activity that takes place under their own identity. Inappropriate use will result in the suspension or loss of these privileges as well as disciplinary, legal, and/or monetary consequences for damages incurred.

Repair and Replacement Costs for the 26/27 school year are as follows:

- Damaged Chromebook Screen (1st in a school year) \$75
- Damaged Chromebook Screen (2nd in a school year) \$480 replacement
- Damaged Chromebook keyboard/bottom shell \$100
- Lost/Stolen Chromebook \$480

Siena Catholic Schools utilizes software programs that monitor student usage of school technology. The reports generated by this program can and will be used in disciplinary investigations should inappropriate conduct be suspected.

Abiding by the generally accepted rules of network etiquette including (but are not limited to) politeness, use of appropriate language, proper spelling of words, and following privacy rights

The following uses of school-provided computing and network resources are NOT permitted:

- Illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file-sharing software, hacking programs or any other form of inappropriate content.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
- Electronically posting personal information about yourself or others (e.g., address, phone, photos).
- Conducting searches of an inappropriate nature on a school or personal computer or device (phone) (e.g. drugs, pornography, profanity).
- Engaging in any conduct that is considered illegal under U.S. federal, state, county, local or any other government law.
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. online gaming, downloading media files, pornography, using cloaking websites)
- Using another's username/password or accessing other's files.
- Gaming during class time (unless an educational site requested by the teacher).

Siena Catholic Schools permits students access to computers and other telecommunications resources to further their educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of materials available through the use of educational software and Internet access. Siena Catholic Schools nor the Archdiocese of Milwaukee can control all information available on the Internet. Parents and guardians remain primarily responsible for teaching and reinforcing the ethical, legal, and responsible use of technology.

By signing this handbook acknowledgment, parents/guardians grant permission for their student to access and use the school's technology and telecommunications resources in accordance with the Acceptable Use Policy. Parents/guardians further agree to hold harmless and indemnify Siena Catholic Schools and the Archdiocese of Milwaukee from any claims, damages, or losses resulting from a student's violation of the Acceptable Use Policy or applicable laws.

ACADEMIC PERFORMANCE

A student is expected to be an active learner and make the effort to achieve at the ability level. Every student is monitored for academic difficulties. When a student fails to participate and cooperate in the learning process in a consistent manner or shows lack of effort and motivation, the student and parent will be notified and significant improvement must be made. Support and interventions will be developed as part of a Student Accommodation Plan. The reporting of grades on PowerSchool will be used not only to monitor the academic progress but also to review progress at the end of the semester.

ACADEMIC PROBATION

Probation is a period of close academic supervision for individual students who are not performing at a satisfactory level academically. Probationary students who fail to demonstrate academic progress in subsequent grading periods will be required to participate in academic supports, e.g., after-school supports, in-school interventions, and/or summer school. Persistent resistance to making the changes that would enable the student to prosper from the instruction available may result in dismissal.

The academic probationary process begins with a letter from the administration to the parents of the student. Parents/guardians are then required to meet in person with the administration, counselor, and student to review the conditions of, and sign the probationary contract. Students will then be required to meet with the administration regularly and adhere to the conditions of the contract. Families, as an integral part of the educational process, are expected to support his/her student by holding him/her accountable at home for completing homework and current understanding of student progress toward academic goals. Probationary periods are evaluated on a semester basis.

Potential outcomes of an Academic Probationary period:

- Removal from probationary status
- Extension of the probationary period
- Dismissal from Siena Catholic Schools

SECTION 7: STUDENT SPIRITUALITY, RESPONSIBILITIES, AND DISCIPLINE

As a Catholic faith community, our school fosters friendly, fair, and positive interactions among its members. Parents/guardians, staff, and students are to interact in accordance with Christian values. It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition.

STUDENT SPIRITUALITY

The Mission of Siena Catholic Schools is that Siena Catholic Schools of Racine ignites a spirit of excellence in faith, knowledge, and service, inspiring students to be who God created them to be. All who enroll must understand that our religious function is vital to our academic function. The school fosters faith development through daily religion lessons, prayer, teaching, and reinforcement of values. Students and staff participate in prayer services, liturgies, Christian outreach, and seasonal activities.

Notice of changes in the weekly mass time, weekly liturgies, seasonal religious activities, and prayer services will be shared in the weekly newsletter. Families are encouraged and expected to participate in the faith life of the parish. If your family is Catholic you are asked to take seriously the obligation to attend weekend liturgy, as this completes the religious training.

Non-parishioners are encouraged to participate in their own places of worship. Catholic students in grades three through eight are invited to be mass servers. Training is offered annually. Parish service is honorable, appreciated, and enriches the personal development and faith life in our students. 5K-8th grade students are expected to attend Mass there are no exceptions. 3K and 4K decisions regarding Mass are left up to the 3K teaching staff and principal.

GENERAL RULES FOR RESPECT AND BEHAVIOR

Siena Catholic Schools' discipline policies are always meant to

- Foster age-appropriate personal and moral responsibility
- Reflect our responsibilities as a faith community
- Protect the peace of the school environment for all students and staff
- Provide appropriate consequences as well as rewards for behavior
- Students and staff are expected to follow the Catholic Social Responsibilities, which can be found on page 48 of this handbook.

Teachers and staff are charged with the responsibility of maintaining a disciplined learning environment. They are given authority to issue consequences for any student behavior determined inappropriate. Students are expected to follow the Student Code of Conduct of all times.

THREATS

Any threats to the safety of the school building or individuals in the environment will not be tolerated, even in jest. Threats, whether they are verbal, physical, online, written or electronic, are considered non-negotiable and may be grounds for expulsion, whether they happen inside or outside of school.

Wisconsin Act 143 requires reporting of school violence by individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental

health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect. The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required.

Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

CLASSROOM ETIQUETTE

Students are to be attentive in the classroom, engaged in learning and obey all expectations and procedures as outlined by each teacher. Any student who chronically disrupts classes may be expelled from Siena Catholic Schools.

Students are to be seated in at the beginning of each class, and should remain attentive and on task during class time until dismissed by the teacher.

Consumption and possession of food is not allowed at any time, except during a teacher designated snack time. Gum and candy are never permitted. Each teacher will communicate when/if snack time occurs. Snack time is designed as a quick, “grab and go” break. Items that require preparation, assembly, or utensils; such as salads, microwavable meals, or items that need to be mixed, are not permitted. Unless otherwise specified by the teacher, all snacks must be healthy in nature. Examples of acceptable snacks include crackers, popcorn, pretzels, fruit, vegetables, Goldfish, Cheez-Its, veggie chips or straws, cheese, granola bars, dry cereal, fruit cups, applesauce, yogurt tubes, and trail mix. Please note that refrigeration and utensils are not available for student use during snack time. Any unhealthy food or drink brought to school may be confiscated and discarded by staff.

Water bottles containing only plain water (no water flavoring packets) are allowed in classrooms. However, any water bottle that becomes a distraction may be confiscated by staff. Students are not permitted to consume coffee, frappuccinos, hot chocolate, carbonated beverages, energy drinks, or similar beverages during the school day.

STUDENT BEHAVIOR AND LEARNING EXPECTATIONS

At Siena Catholic Schools, we are committed to creating a safe, respectful, and positive learning environment for all students. To support academic and lifelong success, students are expected to follow school rules, engage in learning, and treat others with kindness from the first day of school to the last.

Disruptive or disrespectful behavior interferes with learning and will not be tolerated. All students are expected to follow classroom and school-wide expectations, which are taught, posted, and reviewed regularly.

Examples of Disruptive Behavior:

Repeated talking out of turn
Interrupting instruction
Refusal to follow directions

Examples of Disrespectful Behavior:

Talking back to adults
Inappropriate language or gestures
Teasing or name-calling

When behavior issues arise, the following steps may occur:

Reminder of the expectation
Warning and documentation by the teacher
Referral to the office for continued or severe behaviors

Students who receive a referral may be assigned one or more consequences. These include but are not limited to:

Verbal warning from administration
Parent notification (via Class Dojo, phone, or email)
Loss of privileges
Reflection activity or restorative conversation
Lunch and Recess Detention
In-School Suspension
Student Send Home
Out-of-School Suspension (1–5 days)
Expulsion (in severe or repeated cases)

All behavior incidents are documented, and decisions made by school administration are final.

*Please note: Certain behaviors; such as fighting (even in play), harassment, bullying, threats, possession of any weapon (real, toy, or replica), or possession of an electronic cigarette or vape, may result in immediate expulsion, regardless of a student's previous behavior record. The Principal has the right to determine the appropriate level of consequence in each situation.

GENERAL BUILDING EXPECTATIONS

Wrestling, pushing, grabbing, hitting, public displays of affection, and any form of physical contact, even in jest, are inappropriate at any time on school property and may result in disciplinary consequences, including the possibility of expulsion. Running is not permitted inside the school building unless directed by a physical education teacher.

Students should not bring unnecessary or distracting items to school. Any inappropriate items, including toys, stuffed animals, pop-its, squishy toys, blankets, and fidgets, will be confiscated and returned at the end of the day. If a second offense occurs, parents will be notified and must contact the teacher directly to retrieve the item. Repeated violations may lead to suspension or expulsion.

Chewing candy, gum, soda, or any foreign objects, such as pen caps, straws, or toothpicks, is strictly prohibited at all times. Gum is not allowed on school property under any circumstances.

Students must receive permission from their teacher before leaving the classroom.

While in the building, students are expected to speak in low, conversational tones. The use of inappropriate language; including derogatory terms or racial slurs, is strictly prohibited on school property. All members of the school community are expected to communicate respectfully and avoid language that is offensive, discriminatory, or hurtful. Any use of derogatory language or racial slurs will

result in immediate disciplinary action. Serious and repeated offenses will lead to more serious consequences, including possible suspension or expulsion from Siena Catholic Schools for insubordination.

ELECTRONIC DEVICE POLICY

Cell phones, MP3 players, iPods, headphones, laptops, Bluetooth devices (including AirPods and other wireless headphones), smartwatches, and all other smart devices are only permitted before and after students leave school property. Siena Catholic Schools are not responsible for the loss, damage, or theft of any personal items brought to school.

Any student caught using or in possession of an electronic device during school hours will have the device confiscated. The school is not responsible for confiscated items. Refusal to surrender a device when asked will result in immediate suspension for insubordination. Consequences for possession of a device during school hours are as follows:

- First Offense: The device may be retrieved from the Main Office at the end of the school day.
- Second Offense: The parent must retrieve the device from the school's Main Office and the student will need to turn in their device to the office every day for the next month at the beginning of the school day. Parents/guardians will be notified that a third offense will result in an out of school suspension.
- Third Offense: The student will receive a minimum two-day suspension. A reinstatement meeting with the student, parent/guardian, and an administrator is required before the student returns to class. During the meeting, school expectations; including the electronic device policy; will be reviewed, and the student will be placed on a last-chance agreement for the remainder of the school year.

Continued violations of this policy may result in additional disciplinary action, including possible expulsion.

Camera footage, whether still or video, are not permitted to be used on school property unless a teacher or staff member has granted written permission for educational purposes. This pass must be carried by the student and shown upon request. This rule applies at all times, including during after-school activities and pick-up times.

When audio use is permitted, students may not play music with explicit lyrics and any music played must not be audible to others. All use of media and devices must remain respectful, appropriate, and non-disruptive to the school environment.

CAFETERIA ETIQUETTE

Respectful and responsible behavior is expected in the cafeteria at all times. Students are to speak politely to cafeteria staff, clean up after themselves, and dispose of all trash properly. Cafeteria trays must remain in the cafeteria and should never be thrown away. Food should never be intentionally thrown at another person or onto the floor or tables.

To help maintain cleanliness and follow safety regulations, all food and beverages must be consumed in the cafeteria, except during designated classroom breakfast and snack times. Food and drinks are not allowed during recess. Students who receive hot lunch are not permitted to bring additional snacks or outside food into the cafeteria. Any uneaten cold lunch items must be returned to the lunch basket and taken home at the end of the day. Any food or beverages that do not follow these guidelines will be confiscated and discarded immediately.

Students who intentionally make a mess in the cafeteria may be required to assist the maintenance staff with cleaning duties at the end of all lunch periods. Failure to follow general cafeteria expectations may result in a lunch detention the following school day. Continued or serious violations may lead to further disciplinary action, including suspension or expulsion for insubordination.

FIGHTING

At Siena Catholic Schools, the safety of students and staff is our highest priority. We uphold a zero-tolerance policy for fighting, threats, and violent behavior at all times, for all grade levels, whether incidents occur on or off school property. Students who engage in physical or verbal altercations, bullying, or fighting, even if done in play, will face serious consequences, including possible expulsion, regardless of prior behavior history. Instigating, encouraging, or recording fights is treated with the same severity as physical assault. Any student involved in provoking or promoting fights, whether on or off school grounds, will be subject to disciplinary review, including the possibility of expulsion.

5131.1: HARASSMENT & BULLYING

Bullying and Harassment It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school.

This includes public Archdiocese of Milwaukee transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision. Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

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

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented.

A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family. Findings of investigations, including consequences given, will only be shared with the parents/guardians of the offending student.

In addition, Siena Catholic Schools is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. Any form of sexual harassment or sexual violence is prohibited.

Examples of prohibited behavior include:

- Visual contact - suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, or any social media postings or outlets.
- Written or online contact - sexually suggestive or obscene letters, notes, invitations, or drawings. This also includes computer or phone generated messages, text messages, e-mails, Instagram, TikTok, or any other type of social media or Internet postings. Also included is the sending of sexual pictures through personal communication devices or through Internet sources and email. This is considered child pornography and must be reported to the police as such.
- Verbal threats and harassment - sexually suggestive or obscene comments, and threats including those about racial and gender specific traits, any sexual propositions, as well as comments about another student's body. This applies even when done in a joking manner.
- Physical contact - any intentional pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, assault, or blocking free movement of any person. Harassment is cause for disciplinary and/or police intervention and may put a student in jeopardy of expulsion.

CIGARETTES AND TOBACCO USE

The entire school building and parish property are SMOKE-FREE ZONES during school hours, including pick up and drop off, and during events related to the school function. This includes the use of e-cigarettes and vapes.

5144.12: CHEMICAL USE AND ABUSE

Tests for Student Alcohol and Drug Use Providing a safe school environment, and at the same time promoting an atmosphere of health and wellness, is critical to the philosophy and overall mission of Catholic schools. As part of a pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administration exhibits behaviors consistent with the use of alcohol or illegal drugs.

While drug use and abuse is a serious legal, medical, and societal problem, it can often be a sign of a progressive and potentially fatal illness. When any person in a family suffers from a disease, the entire family is affected.

Siena Catholic Schools has a strict zero-tolerance policy for alcohol or drug use on school property. This includes possession of any vape or e-cigarette. Any student caught buying, selling, possessing, or using drugs or alcohol (except prescribed medication) on school grounds will be immediately expelled. Off-campus drug or alcohol activities also jeopardize a student's status, potentially leading to expulsion. Clothing and accessories depicting drugs are prohibited and will be confiscated.

Students will be greeted by staff as they enter the classroom. If alcohol use is suspected, students will be asked to take a breathalyzer test. Refusal or positive results will lead to immediate suspension and an internal investigation. Water bottles will be checked if necessary. Discovery of any alcohol or drugs in any personal or school issued items will result in immediate expulsion.

Smoking and vaping are strictly prohibited on school grounds and all school sponsored activities. Possession of electronic cigarettes or vapes, regardless of who they belong to, is grounds for immediate expulsion. Students who are suspected of using or possessing such items may be subject to random searches. The use of drug-sniffing dogs may also occur without prior notice to ensure the safety and well-being of all students.

All visitors to schools must be free from the influence of drugs or alcohol. Any individual suspected of being under the influence will not be permitted to remove a child from school grounds, and local authorities will be contacted immediately.

FIREARMS OR ANY OTHER WEAPON

Firearms, dangerous weapons, and look-alike weapons are strictly prohibited on Siena property, in school vehicles, and at any school-related events. This policy applies to all individuals, with the exception of law enforcement officers and military personnel acting in the line of duty. Police will be contacted for violations that could endanger students or staff and swift disciplinary action will result from suspension to possible expulsion depending on the outcome of the investigation. Students in possession of a weapon, whether real, toy, or replica, may face immediate expulsion. Students will immediately be placed on an out of school suspension, pending an investigation. The principal will notify the student's parent or guardian and inform them of the disciplinary action being taken.

ALCOHOL, DRUGS, PORNOGRAPHY, AND OTHER SUCH INAPPROPRIATE ITEMS

The school takes seriously its mission to protect children from all kinds of harm and will react swiftly to reports. Police will be contacted for violations that could endanger students or staff and swift disciplinary action will result from suspension to possible expulsion depending on the outcome of the investigation.

SCHOOL PROPERTY: DESKS/LOCKERS

Each student is responsible for treating his or her desk and locker, if applicable, with care and respect. The school periodically replaces desks that show their wear at premium cost. It is up to the student to use the desk and locker for its intended purpose. Students should report any problems to their teacher so that they can be rectified. Any student who willfully damages either his or her desk and/or locker will be assessed the fees necessary to replace and/or repair the damage. In addition, further disciplinary action may be taken at the principal's discretion.

3250: PROPERTY DAMAGE

Parents/guardians of students will be held responsible for the replacement cost of any materials or property which are lost or damaged through their children's negligence.

ADOPTED: 10/8/1974; REVISED: 4/2/1990

5131.5: VANDALISM

Parents/guardians of students shall be responsible for the vandalism done by their children.

Vandalism comprises those acts which result in damage to parish or school property, including but not

limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson. Vandalism against parish or school property caused by students must be dealt with appropriately by the school

Administrator. The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

ADOPTED: 12/1/1983; REVISED: 9/14/2015

5144: DISCIPLINE

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the number of times students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior. Probation, Suspension, and Expulsion whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.
- Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:
- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others.
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol.
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes.
- Vandalism

- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages.
- Hazing or hazing-type initiations.
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another student.
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available. The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

In an effort to create a Catholic environment that is conducive to academic excellence, the Siena Catholic School system has established a discipline code that allows faculty and students to work together. Rules and regulations enable the student to develop self-control and also protect the rights of all students to pursue their education. The standards of conduct and behavior are set to allow for maximum learning opportunities and to promote a safe and responsible environment. The school standards of conduct apply to student behavior both on and off campus. Any behavior that is contrary to the mission and values of the Siena Catholic School system is unacceptable and will lead to disciplinary action up to and including expulsion.

Students are expected to behave in a manner that is respectful and cooperative in the classroom and at all school events, regardless of the location. Any behaviors conducted outside of school, whether at an event, in person, or through social media, that may cause reputational damage or harm to the learning or well-being of any student may be grounds for immediate disciplinary action, up to and including suspension or expulsion. A single occurrence of poor behavior may warrant detention, suspension, or possible expulsion.

In all cases, the administration has the right to the final review. Suspension/expulsion is an option the administration has if the violation is serious or there is persistent resistance to making the changes that would enable the student to prosper educationally.

Probation

A student may be placed on probation if, in the judgment of the administration, he/she has experienced chronic behavioral or attendance problems and/or is new to the school. During the probation time, no serious misconduct or persistent resistance to making the changes that would enable the student to prosper will be tolerated, and the student is expected to show positive behaviors and attitudes. Failure to meet the terms of the probationary agreement may result in expulsion. All students new to Siena Catholic Schools are considered to be on probation for the first school year.

Detention

The student will take responsibility for negative behaviors, and detention is a consequence of such behaviors. Such detentions will be scheduled by each Siena Catholic School. Guidelines for behaviors are to be followed: students are to read or study during detention; students are not allowed to sleep, play games, or listen to music.

Detention is assigned for a number of reasons, including attendance concerns, missing assignments, dress code violations, unacceptable language, disrespect, uncooperative behavior, etc.

When a student is assigned detention, it must be served at the next scheduled detention time, given 24-hour notice. The time for serving detention will not be changed for employment, athletics (practice or competition), or other school events. If a student does not serve the detention when assigned, it will be reassigned for the next scheduled detention day. If this is missed, it will result in an in-school

suspension. Any further missed detentions will result in an out-of-school suspension with a required parent meeting.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, age of the student, family, and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school, as determined by the school administrator, must include:

- Notice verbally or in writing to the student and parent/guardian, listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time.
- An opportunity for the student to attend a meeting with a school administrator, which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents/guardians may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent before sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended
- The student who is suspended is not readmitted until a parent meeting is held
- The student is placed on disciplinary probation upon return.

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of 15 consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

Teachers are notified when a student is suspended. Students are required to make up missed assignments/tests provided by teachers during the suspension. During the suspension period, students in grades 6-12 will have digital access to course materials; K-5 families will need to come to the school office to pick up their materials. Parents and guardians are responsible for any tuition during a student's suspension.

During the suspension period, students must stay off school grounds and away from all school functions and may not participate in any school activities (clubs, athletics, etc.). This includes being in the parking lot during drop off or pick up. Any student suspended from school during the current year will not be eligible for Homecoming Court, Prom Court, Student Council, Class Officer for the remainder of the year, etc. A K-8 administrator could rule that the suspended student would be ineligible to participate further in athletics, and all extra-curricular activities; grades 9-12 will adhere to WIAA policies.

Expulsion Policy

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion is used as a last measure when a student refuses to obey school rules, engages in conduct that endangers the property, health, or safety of others, and is deemed to be in the best interest of the school. Any serious single offense, on or off campus, may be cause for expulsion. Siena's full expulsion policy is located here.

Expulsion results from finding a student engaged in conduct that endangers the property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single

offense may also be cause for expulsion. Students asked not to return the following year for attendance, academic, or behavior reasons are considered to be expelled. Examples may include: credit deficiency, chronic tardiness/absenteeism, and/or not being on track to graduate. If the expulsion process has begun and the family chooses to withdraw their student at any time during the process, the student is considered expelled under the Siena system and may not re-enroll.

The Siena designee is to be informed before any action leading to expulsion is taken.

If a student is pending expulsion or is expelled for disciplinary reasons will not be allowed to attend any events at Siena Catholic Schools or be in the buildings for any reason without prior permission of the principal.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians will be sent a **priority certified** mailing regarding the date and time of the hearing **at least five days prior to the hearing**; this notification period may be waived by mutual consent of the parents/guardians to the school administration in writing by the parent/guardian, if an expedited hearing date is warranted.

The expulsion hearing committee should be composed of three (3) to five (5) people. The committee composition should ensure objectivity to the greatest degree possible.

Current School Board Directors, School Board committee members, or parents of current students at the school / network shall not be allowed to serve on the expulsion hearing committee.

Siena Catholic Schools of Racine hires an independent hearing office to preside over the hearing. The Principal / designee along with the Chief Academic Officer / designee, shall be present.

Procedures Leading to Expulsion:

1. Investigation by school administration.
2. The student will be suspended from school and any school related activity during the investigation and possible expulsion.
3. Parents/guardians will be contacted via a phone call and sent a written notification (certified priority mailing) regarding suspension and pending expulsion hearing.
4. Police notification, if deemed appropriate.
5. An expulsion hearing must be scheduled within 15 days of the original suspension date.
6. At the conclusion of the expulsion hearing, if expulsion is recommended, the parents/guardians will receive written notice via priority certified mail. The notice will inform them of their right to appeal the decision to the President of the Siena Catholic Schools of Racine within five (5) school days. The appeal is limited to whether the established expulsion procedures were properly followed and is not a review of the evidence, findings, or disciplinary decision itself.

Expulsion Hearing

- The hearing is run by an independent hearing officer who is not a member of the Siena staff.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, attendance at the hearing will be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members will not be allowed to attend the hearing.
- The school officials (e.g Principal and/or Assistant Principal(s)) will present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parent/guardian are given equal time to present their side of the story.
- Representatives of the two sides are not to interrupt the other during their respective presentations.
- The Independent Hearing Officer can ask clarifying questions at the end of each presentation.

Once the hearing has ended the hearing officer will step out of the room to deliberate. The family of the student is informed of the final decision at the conclusion of the hearing. A formal letter is then sent by certified mail and email detailing the final action no later than two (2) school days after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter.

Should a family choose to [withdraw](#) once the expulsion process has begun, the student will officially be considered withdrawn through the Siena School system in grades 3K-8th or 3K-12th grade pending the discretion of the principal recommending expulsion. During the expulsion period the student may not re-enroll in any subsequent school years determined in the letter. If a student withdraws from Siena Schools prior to the expulsion hearing, it is noted as a withdrawal in lieu of an expulsion and fortifies the right to any appeal.

Appeals

An appeal must:

- Be submitted in writing to the President of Siena Catholic Schools of Racine or their designee within five (5) school days of the written notification of expulsion.
- Clearly identify the specific procedural error(s) alleged to have occurred during the expulsion process and the remedy being requested.

Within five (5) school days of receiving the written appeal, the President or designee will review the appeal solely to determine whether the expulsion procedures required were followed. The appeal is not a rehearing of the case and does not include reconsideration of the evidence, findings of fact, or the appropriateness of the disciplinary decision.

The President or designee will issue a final decision regarding the appeal within three (3) school days of completing the review. The student will remain suspended during the appeal process.

If it is determined that procedures were not followed, the Siena Catholic School President or designee will refer the issue back to the school administrator with a recommendation about which step of the procedure needs 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 or school level. There is only one appeal. The Board of Directors or Board of Trustees are not involved in the expulsion proceedings and are not a source of appeal.

Extension of School Rules

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

Expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others

- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Siena Catholic Schools behavioral expectations apply to student conduct including, but not limited to, the following situations:

- In the school building and on school grounds
- On field trips
- At any school-sponsored event, including athletic events
- On the bus to/from school and at bus stops
- In the community when behavior brings negative attention to a Siena school
- Social media
- Outside of school, regardless if it is during school hours (weekend, extended holidays, summer vacation, etc).

These behaviors impact the safety, integrity or reputation of the Siena Catholic Schools of Racine and will be subject to in school consequences that range from detention to expulsion.

ROLE OF THE SCHOOL OFFICE AND STAFF IN DISCIPLINARY MATTERS

The school office should notify the school principal in regards to unacceptable behaviors by the students. In the event the school Principal is off-campus or unavailable, the designee is noted as the School Learning Support Coordinator (LSC), Counselor, or Teacher Leader. The designee may administer consequences for student behavior and log into Powerschool for record-keeping. When a student must be out of school suspended or ultimately expelled, the principal is taking into account the needs of the other students and the staff for a good learning environment.

4470: GENDER IDENTITY

The following policy seeks to provide guidance in applying the Church's moral teachings regarding the challenges presented by "gender theory." This policy is put forth for parishes, organizations, and institutions of the Catholic Church in the Archdiocese of Milwaukee.

As a general rule, in all interactions and policies, parishes, organizations, and institutions are to recognize only a person's biological sex. This policy applies, but is not limited to, all Church employees, personnel, volunteers, and those entrusted to the care of the Church, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the Church.

Designations and Pronouns. Any parochial, organizational, or institutional documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation. Permitting the designation of a preferred pronoun, while often intended

as an act of charity, instead promotes an acceptance of the separability of biological sex and “gender” and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex. Archdiocesan parishes, organizations, and institutions are permitted to have individual-use bathrooms which are available for all members of the respective community.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extra-Curriculars. Participation in parish, school, and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes. Single-Sex Schools, Buildings, and other Programs and Institutions.

Medication. No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students and those entrusted to the care of the Church are not permitted to take “puberty blockers,” even if self-administered, on parish or school property, with the purpose of a potential or actual “gender reassignment.”

Protecting the Vulnerable. Those entrusted to the care of the Church who express a tension between their biological sex and their “gender” and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Church. Parishes, schools, and other Catholic institutions or organizations should take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

5131.2 ANTI BIAS PRACTICES

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience. Formational programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks. Formational personnel shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be articulated in handbooks for faculty, students, and parents.

ADOPTED: 5/2/2000

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a “preferred pronoun”. Students will be required to use the bathroom and locker room that matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

CATHOLIC SOCIAL RESPONSIBILITIES

Success Indicators for Grades PreK - 8: Students as Citizens and Disciples; Found on Archdiocese of Milwaukee Report Card

Student as Citizen

Demonstrates respect for people and property.

Respects and cares for the property of others.
Understands, recognizes, and appreciates the differences among us.
Contributes positively to the learning of others.

Engages in active listening.

Demonstrates honesty.

Is consistently truthful in words and actions.
Makes own values known to others.

Uses socially appropriate language.

Understands what language is appropriate in a Catholic school.
Communicates respectfully with others.
Uses words and actions that are fair and kind to others.

Demonstrates empathy and kindness.

Exhibits kindness through words and actions.
Understands another person's thoughts, feelings, and condition from his or her point of view, rather than from their own.
Makes others feel welcome and appreciated.

Practices appropriate conflict resolution skills.

Controls actions in age-appropriate ways.
Accepts responsibility and is willing to find a solution to a problem.

Considers the impact of behavior on others.

Exhibits independence, initiative, and responsibility for own behavior.
Sees things through the perspective of others.
Enhances the learning of others.

Student as Disciple

Demonstrates care for all of God's creation.

Is careful, efficient, and responsible in the use of materials, food, energy, etc.
Shows awareness of and a willingness to care for plants, animals, and the natural world.
Defends the vulnerable.

Demonstrates a spirit of selfless service.

Gives without expecting anything in return.
Assists others without being asked.
Provides service when it involves personal sacrifice.

Expresses forgiveness in word and action.

Does not hold a grudge.
Asks for forgiveness without being prompted.
Accepts responsibility and shows remorse when faced with wrongdoing.

Manifests a willingness to grow in faith and share beliefs. (Middle School only)

Articulates Gospel-based reasons for good actions.
Participates actively in prayer, liturgy, and religious activities.
Shows leadership in resolving conflicts.

SECTION 8: PARENTAL & STUDENT RESPONSIBILITIES AND INVOLVEMENT

The school depends heavily on the support of the parent/guardian to be successful in providing not only a strong Christian academic environment for the students, but also one that is supportive of the family. The school and parish offer many opportunities to become part of the school family by involving themselves in a variety of organizations and/or committees. It is through involvement that our parents/guardians come to share in the spirit of the school and to meet families with the same ideals and goals.

REQUIRED TRAINING/VOLUNTEER AND CHAPERONE REQUIREMENTS

Training is required for all adults who volunteer to work with children at the school, including lunch, playground duty, scouts, athletics, PE/ office/playground help, field trips - any contact with children. The training is a mandate from the Archdiocese under the program name "Safeguarding All God's Family". This includes a background check.

Dates and times for the three-hour training sessions, available at area Catholic parishes, can be accessed at the Archdiocesan website www.archmil.org. Find the link on the home page for "Safeguarding All God's Family," then select a date and location and click the link to register. Once the class has been completed, the school office can confirm completion. Contact the school secretary for help in signing up or other information.

1312: RIGHTS AND RESPONSIBILITIES OF PARENTS

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child. 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/guardians 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/guardians are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in this handbook. Such corrective action may include the termination of the enrollment of the parent's child/children. Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by the Church. Canon 793.1.

Parents/guardians as well as those who take their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances. Canon 793.2. Parents/guardians also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children. Canon 796.1. Among educational means, the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational tasks. Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem. Canon 774.1. Under the supervision of legitimate ecclesiastical authority, this concern for catechesis pertains

to all the members of the Church in proportion to each one's role. Canon 774.2. Parents/guardians above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation. ADOPTED: 7/15/2019

If you have a concern regarding your child in the classroom, please follow these procedures:

- Contact your child's classroom teacher.
 - This is required before any next steps. Be specific about the issue or issues, including names, times/locations, what was said, and all other relevant information.
 - If you have already advised your child how to respond, share that information with the teacher. Responses should never include striking back, using bad language, or other unacceptable actions.
 - At the time you speak with the teacher or adult supervisor, be prepared to discuss strategies, especially your expectations.
- Consult the Principal: If you do not achieve a satisfactory result after consulting with the teacher.
- Consult the Chief Academic Officer of Siena Catholic Schools: If the first two steps do not produce a satisfactory result.
- Consult the President of Siena Catholic Schools: Only after completing all other steps without satisfactory results.

This escalation process ensures that your concerns are addressed through the appropriate channels within Siena Catholic Schools.

Please note: The school cannot control all interactions between children outside of school or at school-sponsored activities. If your child is being harassed or threatened outside of school, parents have the right to contact local law enforcement.

STUDENT RESPONSIBILITIES

Students should do their best to follow the Code of Conduct.

- Students are expected to be kind to others and continue to grow morally, so as to defend and protect others.
- See something, Say something, and Never be a bystander. If you witness bullying, report immediately.
- Students should respond assertively to bullying or harassment whenever possible and should escape/leave situations where their well-being is compromised and immediately notify an adult.
- Student witnesses, including the victim, have the duty to report to their teacher or supervising adult incidents that may be harassment and bullying, and they have the right to expect that the adult will follow up on the complaint.

LOST AND FOUND

Items that are found may be turned in and claimed at the lost and found in the school's Main Office; or any other designated lost and found location, as determined by school personnel.

Please note that Siena Catholic Schools is not responsible for any personal items brought into the school that are lost, stolen, or damaged. If a student believes an item has been stolen, it must be reported immediately to the school's Main Office.

The school strongly recommends that gloves, hats, scarves, boots, sweaters, lunches, book bags, etc. be clearly marked with the child's name. Lost and found items are stored in the school building for an extended period of time before being donated.

SERVICE HOURS

The school families should support the educational process to build the home and school connection.

Families may set a goal to work a minimum of 20 hours of school service as volunteers. This volunteer service enriches our school community and brings parents/guardians together to meet and form friendships. Mandatory safe-guarding as noted above is required for such service hours.

CHAPERONES

Parents/guardians are often requested to act as chaperones or supervisors for school events and field trips to help staff maintain order, discipline, and safety. Chaperones are generally selected in a first-come, first-served order. In some circumstances a random lottery may be used if more parents volunteer to chaperone than are required.

All chaperones must follow these guidelines:

- Must be 21 years or older and shall have the safeguarding training/background check prior to the event.
- Participate fully in keeping all students safe and well-behaved.
- Remain with students at all times.
- Refrain from smoking or any tobacco, alcohol, or illegal drug use during the event.
- Refrain from the use of any foul language or derogatory comments about all students or staff.
- Refrain from touching a student; unless the student is causing harm to self or others.
- Refrain from using this time to informally conference with the staff about concerns - please make an appointment instead.
- Dress modestly and appropriately for the event.
- Ride the bus or transportation as directed by staff. If driving (very rare cases) must provide full insurance data to HR and complete training as required.
- Arrive on time and wait in the school office, if arriving early.
- Do not purchase items for students at all, unless approved by staff to do so.
- Younger or older siblings/guests are not allowed unless pre-approved.

Failure to comply with these guidelines may result in the removal of chaperone privileges for the current event and may affect eligibility to serve as a chaperone for future school-sponsored activities. The Principal or designee reserves the right to revoke chaperone privileges at any time if it is determined that doing so is in the best interest of student safety or the school community.

3281: FUNDRAISING AND VOLUNTEERISM

Involvement of parents in the life of the school and parish is welcome and should be encouraged. However, the utilization of volunteer services or mandatory fundraising as a means of determining which families or students receive a discount on tuition or program fees is not permitted. Parish and school criteria for the payment of tuition must be in accordance with the regulations of the Internal Revenue Service (IRS) which prohibits counting school tuition or other required participation as a contribution to the parish. The laws of the state of Wisconsin forbid:

- A Choice school from requiring a parent to volunteer or raise funds as a condition of admission; furthermore, the school cannot impose any penalty on a parent or child for failure to participate in a fundraising activity or volunteerism.
- Any sort of compensation (e.g., access to the school or school programs) to volunteers assisting in the operation of bingo and/or other games of chance is prohibited. Volunteer services that are mandated in order to receive a discount, avoid paying a penalty or allow a "buy out," pose the following issues:
 - Viewed by the IRS as a form of compensation and thus may involve the issuance of a Form 1099 to those receiving the discount
 - Puts the parish/school at risk of paying Unrelated Business Income Tax (UBIT)
 - Subjects the parish to risk for any accidents/claims that arise A worker is no longer considered to be a volunteer if he or she receives something of value in kind for his or her service. By definition, a volunteer is someone who gives services without any

expressed or implied promise of remuneration. Volunteer service is a core value of a Catholic parish and school community and should be both encouraged and publicly acknowledged. Gratitude and appreciation should be rewarded in ways that do not constitute compensation.

ADOPTED: 2/9/2016 3282: Fundraising

PARENT ORGANIZATIONS

The parent organization promotes effective communication and cooperation among parents, educational staff, and administration at the school. The goal of a parent organization is to enhance the school experience for our students through faith-building opportunities, enrichment activities, and social functions by sponsoring special programs, providing educational resources, and promoting volunteer efforts.

3282: FUNDRAISING FOR FIELD TRIPS

Field trips, excursions, retreats, mission trips, and community service (hereinafter “field trips”), are integral components of learning that support the spiritual and social development of students. Field trips are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process. Field trips are a rich source of authentic learning for all students.

Field trips are recognized as a source of worthwhile learning activities that broaden students’ experiences. All students should have the opportunity to access field trips that enhance the curriculum.

Certain Field trips that require fundraising activities to cover their costs must have pre-approval from the principal or principal designee. All funds raised must pass through the school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the Field trip is canceled for any reason, all funds raised are the school’s and will not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal on the use of the funds is final.

STUDENT GUARDIANSHIP

Siena Catholic Schools does not get involved in custody disputes. If a court order limits an individual’s contact with a student, a copy must be submitted and kept on file in the school’s Main Office. It is the parent or guardian’s responsibility to notify school administration and office staff of any updates to custody or placement arrangements as stated in official court documents. Student information will only be shared with individuals listed on the student’s approved contact list.

SECTION 9: VISITOR REQUIREMENTS

MAIN OFFICE POLICIES

1250: Visitors to Parish/School Programs

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds. All visitors to the school/religious education program shall report to the school’s main office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply. Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so. A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose

All visitors are required to sign in at the school office using our visitor management system. Visitors must wear the visitor badge generated by the system at all times while on campus. Upon completing their visit, all visitors must sign out at the main office.

For the safety of all students and staff, students are strictly prohibited from opening exterior doors for any visitors. Violations will result in disciplinary action.

We welcome and encourage parents and guardians to visit the school. However, all visits; including meetings with the principal or teachers, must be scheduled at least 24 hours in advance to respect staff planning time, instructional responsibilities, and testing schedules. Visits should be limited to one hour. Unscheduled visits may not be accommodated due to staff availability.

Alumni and future enrollees are welcome. A scheduled visit is up to the discretion of the person being visited. Future enrollees may visit after school hours and are required to be scheduled through the administrative assistant at least three (3) days in advance with approval from the individual being asked to visit.

VISITOR CONDUCT

Visitors to Siena Catholic Schools should be aware that all teachers, staff, and office personnel are mandated reporters. This includes reporting any incidents that occur on school property; even those involving parents/guardians and their own children. Any form of mistreatment or inappropriate behavior toward students, parents, office personnel, staff, or teachers will be reported immediately to school administration. If a visitor engages in behavior that requires police intervention, or is deemed threatening, disruptive, or harmful to any member of our school community, that individual will be prohibited from returning to school property.

VOLUNTEERS-SAFEGUARDING REQUIRED TRAINING FOR ANY VOLUNTEERS/CHAPERONES

Any individual who has contact with students, whether paid employees or visitors, shall be subject to and cleared through a criminal background check, reference check, and be approved by the Principal and the Archdiocese prior to the beginning of their work with students. All adults working with children, including field trip chaperones, MUST complete the Safe Environment "Protecting God's Children" session. Records are kept in the Office Of Human Resources once cleared by the Archdiocese of Milwaukee. The link is provided as: <http://milwaukee.cmgconnect.org> and register as a new user. For any questions, please call the Archdiocese of Milwaukee. This clearance is required before anyone is allowed to volunteer or chaperone students in the building or on field trips.

SECTION 10: ACTIVITIES, ATHLETICS, AND SACRAMENTS

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Extracurricular activities are valued, but education has a higher priority. The school reserves the right to determine students' eligibility for activities and athletics, based on grades, behavior, attitude, work effort, and attendance.

On a case-by case basis, the principal may temporarily suspend or terminate a student's participation. Any student suspended out of school shall not play in any practice or games of the week the student is suspended. If the suspension falls on a Thursday and/or Friday, this stipulation carries over to the following full week. In the event of a decision to restrict a student's participation in some way for a period of time, the parents and the director/coordinator of the activity will be notified. The decision of the principal shall be final. If there are collateral consequences such as forfeiting games, etc. that consequence would be considered the responsibility of the offending student.

6145: Extra-Curricular Activities

Extra-curricular activities supplement the primary education of our children. The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults.

A job description shall be written to provide the parameters of this delegation. Parents/guardians and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

6145.2: Elementary School and Parish-Based Athletic Programs

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well. The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. Siena Catholic Schools follows the athletic policies of the Archdiocese of Milwaukee.

All children attending Siena Catholic Schools are encouraged to participate in any offered sports program regardless of their skill level or experience. Children are not "cut" from teams and they are given every opportunity to play in games. Our goal is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. Currently, we sponsor the following teams for both boys and girls:

- Volleyball, cross country, cheerleading, basketball, and track.
- Other athletic opportunities may be available depending upon student interest.

Parents/guardians, and students are responsible for reading and familiarizing themselves with the [Siena Catholic Schools Athletics Handbook](#).

SACRAMENTS

First Reconciliation and First Eucharist are celebrated in second grade. Any families with students past second grade wanting to participate in either of these sacraments should contact the Director of Religious Education.

By parish policy, parents or guardians are responsible for the student's readiness for the sacraments. This means most of the instruction is expected to be completed in the home. Parent meetings and workshops provide each family with information, a workbook, and other materials to prepare their child

for the sacrament. The parish Director of Religious Education is the coordinator for the sacraments and handles all communication, policies, and fees.

SECTION 11: HEALTH, SAFETY, AND WELFARE

SCHOOL BUILDING SECURITY

In order to provide a safe environment, all outer school doors are locked during school hours. Entrance to the school during these hours can be made through the main doors by ringing a buzzer. Individuals are screened and asked to identify themselves and state their intended purpose. The staff does not allow persons who are not associated with the school to wander in the halls during school hours. Parents/guardians needing to contact their children or deliver items to them should do so through the school secretary. Anyone seeing a door propped open must close it immediately and report the matter to the principal. There are security cameras for added safety.

CRISIS PLAN

The staff has a plan for student safety measures in the event of an intruder, fire, tornado, or other personal danger. These include announcements and procedures for shelter, evacuation, lockdown, secure in place, and steps for student safety and security. The school staff periodically reviews proper procedures to address fire and severe weather situations. The school has a chain-of-command for communication with outsiders, to assist with information and privacy issues, and for emergency communication to families.

In the event of a school secure/lockdown or crisis event at school, families in most cases would not be permitted to approach or enter the school building or grounds. Parents/guardians who respond in panic may endanger themselves or safety procedures by causing traffic problems, and interfering with crisis personnel, or school staff. Even phone calls to school may not be possible or may cause problems. If there would be a large-scale crisis, parents/guardians would not be allowed to approach the school, make demands, tie up phone lines, or interfere in any way. Be aware of this. No one knows how he or she will react in a true crisis, but planning ahead will help everyone to act in the most reasonable and the safest ways. The staff will do their best, in all circumstances, to protect, defend, and act in the best interests of the children.

EVACUATION SITES

SCHOOLS	EVACUATION SITES	REUNIFICATION SITES
John Paul II Academy	Sacred Heart Church 2201 Northwestern Ave. Racine, WI 53404	St. Sebastian STEM Academy, 3030-95th St, Sturtevant, WI 53177
Our Lady of Grace Academy	St. Edwards Childcare Center 1430 Grove Ave, Racine, WI 53405	St. Sebastian STEM Academy 3030 95th Street Sturtevant, WI 53177
St. Joseph School	St. John Lutheran 510 Kewaunee St Racine, WI 53402	St. Sebastian STEM Academy 3030 95th Street Sturtevant, WI 53177
St. Lucy School	Southwestern Wisconsin Youth for Christ, 3001 Carpenter Ave, Racine, WI 53403	St. Sebastian STEM Academy 3030 95th Street Sturtevant, WI 53177
St. Rita School	St. Rita Church	St. Sebastian STEM Academy

	4339 Douglas Ave Racine, WI 53402	3030 95th Street Sturtevant, WI 53177
St. Sebastian STEM Academy	St Sebastian Parish Hall 3126 - 95th Street Sturtevant, WI	TBD by Racine FEMA

PREPAREDNESS FOR FIRE OR NATURAL DISASTER

The school holds monthly fire drills throughout the year to assure safe exit practices for fire. The school has identified the safest sheltering areas in the school building in the event of a tornado warning and holds an annual drill to prepare for severe weather. The school office monitors the weather when any danger threatens. The school works with the Racine and Caledonia Fire Departments to determine the safest evacuation routes and shelters.

FIRST AID AND ILLNESS

Students who become ill or injured during the day will be referred to the main office. The school personnel are responsible for determining whether a child should leave school because of illness or injury. Once notified, the parent or guardian must make suitable arrangements to have the child taken home, and may not request the school to provide care for a child who is ill. Emergency cards should be updated as needed, with phone numbers of responsible adults other than parents who are actually available. All visits will be logged in. If a pattern of chronic visits occurs, the parent will be contacted, and/or medical documentation may be requested.

24-HOUR FREE POLICY-FEVER, VOMITING, DIARRHEA, SORE THROAT, CHRONIC COUGH

All students must be free of all symptoms for 24 hours after the symptom occurred in order to return to school. If a student is sent home from school for any illness, they may return to school after 24 hours from the time they were sent home if the symptom has been resolved.

Children who are in the initial stages of an illness, i.e. upper respiratory infection (cold), cough, or have temperatures above 100 F should not be sent to school. Fever should be gone for 24 hours before the child returns to school. For contagious diseases treated with antibiotics, i.e. strep throat, impetigo (skin infection), conjunctivitis (pink eye), ringworm, scabies, lice, pneumonia, etc., the child should have 24 hours of medication before returning to school. Chicken pox (varicella) is considered contagious for 3 days before the child breaks out and for 7 days from the first sign of the rash, or until all lesions are scabbed over. It is best to keep children at home until they can participate in all activities (with the exception of injuries). In order to re-enter school after chicken pox, a health department release form must be provided to the school. A parent/guardian of the child is responsible for making arrangements for homework and missed classroom assignments for ailing children either through classmates or siblings.

COMMUNICABLE CONDITIONS

Any student with a high fever, or who is suspected of having strep throat, chicken pox, head lice or pinkeye, or any other communicable condition will be sent home immediately. Care and protocol for returning:

- Strep Throat: Students having a fever and sore throat should remain home to avoid a spread. Such symptoms should also be reported to the pediatrician, who may recommend a test and treatment for strep.
- Fever: If a child has a fever (100 degrees or higher) the Centers for Disease Control recommends that the child stays at home and under care for AT LEAST 24 hours after the fever is gone on its own- that is, without the use of a fever-reducing medicine. This is our policy as well because fever can be the precursor of a contagious disease.

- Head Lice: According to the American Academy of Pediatrics and Centers for Disease Control and prevention, pediculosis (head lice) infestation is common among children 3-12 years of age. Although head lice can be a nuisance, head lice have not been shown to spread disease. Personal hygiene or cleanliness in the home or school is unrelated to an infestation of head lice. Though head lice infestation is often discovered in school or at home, it is usually acquired through direct head-to-head contact elsewhere.
- *Definitions*
 - Head Lice: Tiny gray to brown insects about the size of a sesame seed that lives in human hair close to the scalp and feeds on human blood to survive. Lice do not fly or jump, but crawl. Without a human host, lice can only live for 1 to 2 days.
 - Nits: Small lice eggs firmly attached to the base of the hair shaft nearest the scalp. Nits are likely to hatch and are usually located no more than 1/4 inch from the base of the hair shaft. Nits located further than 1/4 inch from the base of the hair may already be hatched, non-viable, or empty casings.
 - When found at school, parents/guardians of students with nits and/or head lice will be contacted immediately and students will be sent home for proper treatment. It is advised that parents review online CDC guidance for a treatment plan and/or contact the child's doctor or health care provider for a treatment plan.
 - When found at home, parents/guardians may report the findings to school personnel.
 - Classroom inspections and/or parent/guardian letters will not be sent home.
 - Following treatment, the student may return to school.
- Chicken Pox: Students with chicken pox may not re-enter school until all pox has healed.
- Pinkeye: Students with suspected pinkeye must see a physician. If eye drops are prescribed, the student(s) cannot return to school at least 24 hours after starting the medication, to protect others.
- Flu/other communicable condition not listed: For health reasons, families are required to disclose any such problems to school personnel, and isolate the student(s) for treatment.
- Pregnancy: By Archdiocesan policy, no student may be denied attendance or graduation because of pregnancy.

MINOR INJURY

If a child receives a minor injury (not to the head) which does not interfere with schoolwork, the child will be treated at the office and we will not notify the parent/guardian. For an injury which may need attention later at home, parents or guardians will be notified. If a child encounters a head injury, the parent or guardian will be contacted at that time because of the possibility of a concussion and should consider taking the child to the doctor.

The school is not authorized to administer more than basic first aid, and may not apply anything other than a bandage to a wound, or to administer any medication other than what the family may have provided. The school notifies parents and appropriate authorities in the event of an emergency requiring further care or transportation. The staff is trained regularly for CPR / Defibrillator use. An automated external defibrillator is located at every Siena Catholic School. The staff is also trained in the handling of potential blood-borne pathogens.

The school follows the federal guidelines for blood-borne pathogens in handling any injury or incident involving blood or other bodily fluids. No student will be required or allowed to touch another student's bodily fluids. To whatever extent possible, the injured student will be assisted to attend to their own injury. Any bodily products will be disposed of carefully and correctly, and cleanup will be thorough.

5141: ACCIDENT OR ILLNESS REPORTING

Any serious illness or accident is to be brought to the attention of the parish/school administrator, and the parish/school nurse if available, as quickly as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident.

Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report. If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

An emergency pupil information file should be available for quick reference. Student emergency records must be updated each year and contain information listing the parents' and another competent adult's address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the parish facility/school, as well as in the parish/school facility itself. Injuries that need to be reported include, but not limited to the following:

- Broken bones
- Head injury/concussion
- Serious eye injury
- Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/ urgent care clinic.
- Any other serious injury that arises out of negligence or a hazardous situation.

If an accident or injury occurs on school property, an accident report will be filed. Parents/guardians of the student(s) involved will be contacted. If the student requires outside medical attention, staff will make every attempt to contact parents/guardians to approve any necessary medical treatment. It is imperative that a working phone number be on file in the office.

MEDICATION AT SCHOOL

Students who require prescription or over-the-counter medication during the school day must have a completed Medication Consent Form on file, signed by a parent/guardian with dosage and administration instructions. Medication will not be administered without proper authorization.

All medications, including cough drops, must be turned in to the school office unless otherwise authorized. Students may carry inhalers or other emergency rescue medications only with written authorization from both the healthcare provider and parent/guardian.

Non-prescribed medication may only be dispensed to students who have a parent/guardian permission slip on file and who have delivered the medication in a pharmacy-labeled container to the school office. Siena Catholic Schools does not provide any over-the-counter medications to students including pain relievers, fever reducers, or cough drops.

Regardless of the age of the student, any unauthorized drug products, including aspirin, cough medicine, etc., found in the possession of a student will be confiscated and parents/guardians will be notified. If a student is suspected of hiding, using, or distributing medication or an illegal/controlled substance, the student will be disciplined and police may be notified as well as disciplinary measures suspension and up to including possible expulsion. By law, school personnel may, in circumstances of reasonable suspicion, examine and open personal property of students, including the contents of lockers, purses, backpacks, phones, etc.

5141.5: ADMINISTRATION OF MEDICATION TO STUDENTS

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee

the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
- A written statement from the prescribing physician which: identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- A written statement from the parent/legal guardian: Authorizing school personnel to give the medication in the dosage prescribed by the physician. Authorizing school personnel to contact the physician directly.

School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
- The School Nurse, where available, or the designee shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The nonprescription medication form, linked below, must also be filled out. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

Medication will be taken by the child at the designated time, administered by the School individual who has been identified to do so. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician and parent/legal guardian.

- The Medical Provider Authorization – Prescription Medication: Form 5141.5 (b) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a Health Accommodations Plan: Form 5141.5 (d) for a student who requires an emergency prescription medication.

Only limited quantities of any medicine are to be kept at school.

All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.

Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration. School personnel are asked to report any unusual behavior of students on medication.

Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

Parents/guardians must keep the school informed of any special medical needs their student has. Parents/guardians should notify the school's Main Office via written note if there is a medication that needs to be taken throughout the school day.

FORMS:

Form 5141.5 (a): [Parent\(s\)/Guardian Medication Authorization Form – Nonprescription Medication](#)

Form 5141.5 (b): [Medical Provider Authorization Form – Prescription Medication](#)

Form 5141.5 (c): [Allergy Action Plan](#)

Form 5141.5 (d): [Health Accommodations Plan](#)

Form 5141.5 (e): [Medication Record](#)

SPECIAL HEALTH CONDITIONS

Students who come to school are expected to fully participate in activities. Exceptions apply for students with doctor's orders for restrictions, or students who become ill or injured at school.

IMMUNIZATIONS

Siena Catholic Schools strictly adheres to Wisconsin State Immunization Laws. Violations of, or in compliance with, these laws will result in such cases being forwarded to the District Attorney's office for legal action. Immunization dates should be given to the school within 30 days of the first day of school.

PEANUT/FOOD ALLERGIES

Some students have severe allergies to peanuts, nuts, gluten, eggs, or other foods. We respect this serious health condition and honor adjustments that may need to occur as a result for the safety of the student. We ask that all families/guardians understand and respect this as well. Therefore, all classroom treats where there is a known allergen shall take this into consideration when considering treats for a classroom. The office shall provide information to any parent planning to send a treat in for a class so that safety is maximized.

FOOD/BEVERAGES IN CLASS

Students can carry non-spill water bottles to class. Flavored drink mixes and other beverages (such as Starbucks) are not allowed in the classroom. Deliveries from fast food restaurants are a distraction to receive during the school day, as well as to students in the lunchroom. Restaurant food deliveries for students are not allowed.

SPECIAL CASES BARRING PERSONS FROM SCHOOL

The school must be informed in each case a non-custodial parent or other person has restricted or legally forbidden access/contact with a student. All requests must be in the form of an official

document that will be kept on file, and should include a photograph. If any person is a known personal threat to any student or staff member, that person may be barred from the school premises, or may have specific restrictions on access.

SCHOOL VIOLENCE THREATS

Mandatory reporting of school violence threats: 2017 WI ACT 143 recognizes that all individuals who are mandatory reporters of suspected child abuse or neglect are also Mandatory Reporters of School Violence Threats.

5140.11: ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

AHERA is a federal law that requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including periodic inspections, maintenance, removal practices, and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials. The complete asbestos management plan is accessible in the school office. Download Form 5140.11: Indoor Environmental Quality Management Plan.

TRAFFIC SAFETY-ENTRANCE AND DISMISSAL

Three elements are expected to be in place at entrance and dismissal times: 1) student safety, 2) reasonable policies that everyone follows, 3) driver courtesy and patience.

Use of the parish and school lots are a privilege and convenience for families who drive children to school. Siena Catholic Schools will set and enforce reasonable policies to help drivers maintain the safety of the children. Siena Catholic Schools of Racine, individual schools and the staff do not accept responsibility or liability for any accident during the entrance or dismissal time. The drivers must accept responsibility and liability in keeping all children safe. The supervisor(s) present will assist with student safety near the building. The principal will contact parents whose reported and verified parking lot behavior endangers any student. If any driver would continue to pose a problem for students after repeated warnings, that family would receive an official letter limiting parking to side streets outside the school/parish property.

1340: USE OF SCHOOL FACILITIES

The use of the school facilities should be determined by the governing body of the parish/school. If the school facilities are to be used, rules and regulations should be drawn up and enforced by the appropriate personnel. The use of parish/school buildings by individuals/organizations may not interfere with the educational and spiritual activities of the parish/school. The building user is responsible for damage to the parish/school property and shall be required by parish/school authorities to provide a certificate of liability insurance as a condition of the rental. A signed agreement for facility usage/indemnity must be completed and approved prior to the use of the parish/school facility by individuals/organizations. The principal or designee should contact Catholic Mutual for any questions or concerns. Download Form 1340: Facility Usage/Indemnity Agreement

5140.5: ANIMALS IN THE CLASSROOM

The educational and comfort value of animals in the parish/school setting is recognized. However, conditions must be maintained to ensure the safety and well-being of students, staff, and animals. In an effort to provide a healthy and safe environment for all, the following applies: ©2021 – Archdiocese of Milwaukee 111

- Live animals may be brought into the classroom only as part of a written curriculum and with the prior approval of the school administrator.
- There should be a clear instructional or comfort purpose for keeping an animal in the classroom.

- School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.
- In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

The Americans with Disabilities Act definition: Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support does not qualify as service animals under the ADA.

(https://www.ada.gov/service_animals_2010.htm) The Wisconsin Legislative Council definition:

- A service animal is individually trained to do work or perform tasks for a person with a disability.
- An emotional support animal is not trained to do work or perform tasks but provides emotional support, comfort, or companionship for the person with a disability.
- Types of Animals
 - Under the ADA, a qualifying service animal may be a dog, or, in more limited cases, a miniature horse.
 - Under state law, a qualifying service animal may be any animal, if it is individually trained to do work or perform tasks for the benefit of a person with a disability. Therefore, for purposes of access to an establishment, a service animal may be a dog or any other animal. This means that a person with a disability is not limited to a trained dog or horse.
(https://docs.legis.wisconsin.gov/misc/lc/issue_briefs/2019/health_and_mental_health/ib_supportanimals_msk_2019_10_01).
 - Service animals are not considered pets, classroom animals, or curriculum aids. Other animals, whether wild or domestic, that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals and are not allowed.
- If a parent or legal guardian requests that his/her child be allowed to have a service animal,
- Wisconsin law allows only the following question to be asked:
 - Is the service animal required because of a disability? While the school needs to understand the student's disability in order to develop a plan to support the student's learning or determine it is not able to support the student, the school may not require a training document dog or ask that the dog demonstrate its ability to perform the work or task. A service animal is the personal property of the student and/or parents.

The school does not assume responsibility for training, daily care, or healthcare of service animals. The school does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on school property or at school-sponsored events. Service animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag. (Wisconsin § 95.21(2)(f)) State law

requires all dogs to be licensed by the time they reach five months of age. Service dogs receive the license at no cost. [Wisconsin §§ 174.055 and 174.07(1)]

Dogs must be on a leash at all times, unless impracticable or unfeasible due to the owner/keeper's disability. The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of the owner/keeper, including clean up after the animal defecates.

The owner/keeper of a service animal may be asked to remove the service animal from a school facility or activity if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, if a service animal demonstrates that it is not under the control of the student or its handler or if the service animal demonstrates that it is not housebroken, it may be removed and/or excluded from school property. Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include but are not limited to science labs, areas requiring protective clothing, and food preparation areas.

Allergies and fear of dogs are not valid reasons for denying enrollment or accommodation to students using service animals. When a teacher/student who is allergic to dog dander and a student who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

Above modeled after the ADOPTED: 7/15/2019; Green Bay Area School District and Wrightstown Community School District REVISED 7/5/2019. Arch policy on therapy animals 06/2025.

ANIMALS ON SCHOOL PROPERTY

To help ensure the safety of all students, staff, families, and visitors, animals are not permitted on school or church property without prior approval from school administration. Exceptions may be made for approved educational programs, professional assemblies, or other school-sponsored events.

Parents, guardians, and visitors who are walking a pet while picking up or dropping off students are asked to keep the animal under control at all times and away from students, staff, and other families. This expectation is in place to promote the safety and comfort of everyone on campus. Any individual who brings an animal onto school or church property assumes full responsibility and liability for any injury, damage, or disruption caused by the animal.

SECTION 12: FOOD SERVICE

FOOD SERVICE AND FREE/REDUCED LUNCHES

Siena Catholic Schools is proud to partner with Taher, Inc., as our food service management company for the 2026 - 2027 school year. Taher will work with our food service personnel at each of our school sites to provide healthy and nutritious breakfast, lunch and after-school snack programs beginning in the fall. Taher is the largest K-12 food service management company in Wisconsin and has built their reputation on a "chef-based food service program" with a focus on preparing meals at least 60% from scratch with fresh ingredients and priced affordably.

Students will be set up with a meal account. To deposit money into their account, you may go to the Meal Magic website at sienacatholic.familyportal.cloud/ and create an account OR you may send payments to the school office, and we will make the deposit for you the day that we receive it.

Cold lunch from home may be brought to school. Students may purchase a milk or bring their own beverage. Fast food and soda/carbonated/cafeinated beverages are not allowed in the school or cafeteria.

School Meals and Free/Reduced Lunch Applications

Siena Catholic Schools is pleased to participate in the Community Eligibility Provision (CEP) for the 2026–2027 school year. Students enrolled at St. Catherine's High School, St. Joseph School, Our Lady of Grace Academy, and John Paul II Academy will receive one free breakfast and one free lunch each school day throughout the school year. No meal application is required for students at these schools to receive free meals.

Families whose children attend other Siena Catholic Schools may be required to complete the National School Lunch Program (Free and Reduced-Price Meals) Application to determine eligibility for free or reduced-price meals. If your school requires an application, please complete it promptly. Once processed, you will receive a letter indicating your eligibility status or, if the application is denied, the reason for the denial. [National School Lunch Program](#)

For questions regarding the Free and Reduced-Price Meals Application, please contact Cintia Sanchez at (262) 753-1471 or csanchez@sienacatholicschools.org. Para preguntas o ayuda en español, por favor comuníquese con Cintia Sanchez al (262) 753-1471.

OUTSIDE FOOD/GIFTS/FOOD DELIVERIES

Holiday and special occasion gifts or treats delivered to the school will not be delivered to students during the day. Items received will be held in the school's Main Office and may be picked up at the end of the school day.

Students may not have restaurant food delivered to school by parents, guardians, or delivery services. Students are expected to check the lunch menu ahead of time and bring a cold lunch from home if they do not plan to eat the school-provided hot lunch. Any outside food delivered during the school day will be held in the school's Main Office until dismissal. Students returning from an appointment with restaurant food must eat in the school's Main Office and will not be allowed to eat in the cafeteria.

UNPAID MEAL POLICY

Siena Catholic Schools is committed to ensuring that students have access to nutritious meals while maintaining the financial integrity of the school nutrition program.

Meal prices for students in K3-Grade 8 are:

Meal	Full Price	Reduced Price
Breakfast	\$1.80	\$0.30
Lunch	\$3.55	\$0.40

Students who do not have adequate funds in their meal account will be provided a reimbursable meal, and the applicable meal price will be charged to the student's account. Students will be treated respectfully and discreetly and will not be publicly identified because of an unpaid balance.

Any money provided by a student for the purchase of that day's meal will be applied to the current meal and will not be used to pay a previous negative balance.

Parents and guardians are responsible for monitoring their student's meal account, maintaining adequate funds, and paying any negative balance. Siena Catholic Schools will notify families of low or negative balances through its normal family communication methods. Negative balances may be carried forward and remain the responsibility of the family until paid.

Siena Catholic Schools may take reasonable collection actions for delinquent balances, including referring unpaid balances to a collection agency. Families experiencing financial hardship are encouraged to contact the school and submit an application for free or reduced-price meal benefits.

This policy will be provided to families at the beginning of each school year, to families enrolling during the school year, and to employees responsible for administering or enforcing the policy.

Nondiscrimination Statement for USDA Child Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.fns.usda.gov/cr/discrimination-complaint-form> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or 3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

SECTION 13: EMERGENCY SCHOOL CLOSING/WEATHER CLOSING/DELAYS

EMERGENCY SCHOOL CLOSING/WEATHER CLOSING/DELAYS

When Racine Unified School District (RUSD) is closed due to severe weather, all Siena Catholic Schools, including before- and after-school care and after school events, will also be closed. School closings will be announced in the media as Siena Catholic Schools of Racine. Families may monitor local television, radio, media websites, and Siena Catholic Schools social media pages for announcements.

In the rare event that RUSD announces a delayed start, Siena Catholic Schools will follow the same delayed schedule. Parents/guardians may use their discretion to keep their child home if travel conditions are unsafe; such absences will be considered excused.

INCLEMENT WEATHER ON SCHOOL DAYS

In rainy or subzero weather, students need appropriate outerwear. Students are outdoors several times a day. A hooded sweatshirt for example is not adequate as a winter jacket. If the outdoor temperature is 10 degrees or below, the wind chill factor of "zero" degrees or below, or hard rain/blizzard conditions recess is likely to be indoors. The decision is up to the Principal and at times in collaboration with staff. If any playground supervisor determines that the weather is too severe for outdoor activities and recess, they are authorized to bring the students inside at any time.

UNPLANNED OR EMERGENCY DISMISSAL

In the event of severe weather, the local school district may order schools to close early so that bussing is safer. Also, in rare instances, our school may encounter a building issue that would suddenly require a mid-day closing of the school (example: water main break). In both cases, the

school office will notify families via School Messenger. Parents/guardians need to have an email connected and on file.

SECTION 14: POLICY 5140.1 (ARCH) MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

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

- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child. Mandatory Reporters Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:
- School teachers, administrators, counselors, substitute teachers, school employees ●
- Child-care worker or daycare provider/center, childcare provider, in or out of the child's home ●
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that a child seen by a member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune

from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession. • Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative. Procedures for Reporting
- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that this will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker. There are two ways to meet the legal requirement to report suspected abuse or neglect:
 - Call the local Child Protective Services (CPS) agency, or
 - Call local law enforcement The reporter should be prepared to share detailed information, including:
 - Reporter's name, position, parish/school, parish/school phone number.
 - Child's name, address, and age.
 - Reporter's relationship to the child.
 - Parent's name, address, workplace (if applicable).
 - Names and ages of siblings.
 - Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made

to others, observations of the child that may indicate child 108 ©2021

Archdiocese of Milwaukee abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.

- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
 - If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission. Report of Suspected Parish/School Employee In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.
 - The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
 - The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending a fuller investigation.
 - The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
 - Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
 - Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
 - Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
 - Care must be taken to avoid defamation of the character of the accused.
 - An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
 - If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter

immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.

- Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
- If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
- In every case, upon conviction, a plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of the evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop.
- If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages. 14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

- The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:
 - Be cleared through a state and national criminal background check. Selection.com is the background check provider
 - Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse, and neglect.
 - Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
 - Read and sign the Social Media & Digital Communication Policy acknowledgement
 - Be approved by a member of the professional staff A criminal background check must be repeated every five (5) years. All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

FORMS & RESOURCES:

Form 5140.1: [Report of Suspected Child Abuse/Neglect](#)

DPI resource: [The School's Role in Preventing Child Abuse and Neglect Indicators of Possible Child Maltreatment](#)

SECTION 15: 2025 WI ACT 57 - OPEN RECORDS LAW AND OUR SCHOOLS

Siena Catholic Schools is a private school system and is not a governmental body or an “authority” as defined under Wisconsin’s Public Records Law (Wis. Stat. ch. 19, subch. II). Unlike public

school districts, which are generally required to make many of their records available for public inspection upon request, Siena Catholic Schools is not subject to these open records requirements. As a private institution, we maintain discretion over the disclosure of internal records, personnel matters, and other institutional documents, except where disclosure is otherwise required by a specific statute, regulation, court order, or the terms of a program in which the school participates (such as certain reporting obligations under parental choice programs).

This means that records such as staff personnel files, internal communications, board meeting minutes, and administrative documents are not subject to public records requests in the way they would be at a public school.

Separately, please note that under 2025 Wisconsin Act 57, Siena Catholic Schools, like all Wisconsin schools, is required to provide same-day notification to parents/guardians in the event of a credible report of certain sexual misconduct by a school staff member. This notification requirement applies regardless of the school's status under the open records law.

For questions about this policy, please contact the school administration.

SECTION 16: Policy 3280 (ARCH) GIFTS, GRANTS AND BEQUESTS

Parish education authorities shall be aware of Internal Revenue Service (IRS) rulings regarding the Federal tax exempt status of institutions connected with the Roman Catholic Church and take appropriate steps to assure compliance with Federal tax laws. The Internal Revenue Service (IRS) has rendered its annual ruling exempting from Federal Income Tax all educational, charitable, and religious institutions which are operated, supervised, controlled by, or in connection with the Roman Catholic Church in the United States, territories, or possessions as long as the names of the institution appear in the Official Catholic Directory. This ruling reaffirms the exempt status of Church organizations listed in the Directory. It also assures donors of deductions for contributions to such institutions. The listed institutions are also exempt from federal unemployment tax. It is understood that each institution listed is a not-for-profit organization and that no part of the net earnings of the institutions benefits any individual. The IRS has been assured that all elementary, high schools, and colleges whose names appear in the Directory have a publicized policy of racial nondiscrimination. As long as a tax-exempt status is maintained, the institutions are not required to file federal income tax returns. Donors to exempt organizations may deduct the amount of contributions for bequests, legacies, devises, transfers, or gifts.

ADOPTED: 7/1/1986; REVISED: 5/16/1991

Closing

As you reference this handbook throughout the school year, please remember that its purpose is to support the mission of Siena Catholic Schools by fostering personal growth, responsibility, maturity, and Catholic values. We appreciate the partnership of our students, families, and staff in helping create a positive, safe, and enriching environment where students can learn, grow in faith, and build meaningful relationships.

Please note that policies and procedures may be revised or updated at any time during the school year at the discretion of the President, Chief Academic Officer, or Principal. Any updates will be communicated to families through appropriate school communication channels, including the school website and/or school newsletter.

2026–2027 Practices: Acknowledgement of Receipt and Agreement

All parents/guardians and students are required to acknowledge receipt of and agree with the Siena Catholic Schools Family/Student Handbook. This acknowledgement confirms the family's commitment to support and follow the expectations, guidelines, policies, and procedures established by Siena Catholic Schools and the school administration.

The acknowledgement will be maintained on file for the duration of the academic year. Please note that enrollment in Siena Catholic Schools indicates agreement to comply with all handbook policies and school expectations, regardless of whether the acknowledgement form has been completed.

The acknowledgement is completed electronically through PowerSchool as part of the annual registration forms process completed in August. A printed copy is not required.

Failure to complete this electronic acknowledgement does not relieve responsibility from following the policies provided by Siena Catholic Schools.