St. Agnes School

Family Handbook
2026-2027



St. AGNES
CATHOLIC PARISH & SCHOOL

12801 W. Fairmount Ave. Butler, WI 53007
262-781-4996

As one Catholic family, we are empowered by the Holy Spirit to become lifelong learners and disciples of Jesus Christ.

Table of Contents

Topic	Page
Welcome from the Pastor	3
Vision/Mission/Values	4
Philosophy of Education	5
Personnel/School Support	6
Greetings from the Principal	7
School Program Schedule	8
Academic Programs	9
School Planning and Accreditation	10
Class Size	10
Communication	10
Safeguarding All God's Children	11
School Closures	11
Instruction and Assessment	12
Act 20 Compliance	15
Educational Technology	16
Attendance/Tardiness	18
Extra-Curricular Activities	20
Behavior Expectations	21
Bullying and Harassment	27
Uniform Dress Code	28
Health and Safety	30
Visitor/Parents/Guests in the Building	34
Weapon Free Zone	34
School Wellness	34
Student Records	35
Asbestos Plan	36
Mandatory Reporting of Child Abuse and Neglect	36
Child Custody	41
Gender Identity	42
Transportation	42
Admissions	44
Meeting Financial Obligations	47
Parent/Guardian Responsibilities	49
Parent/Student Complaints – Parish/School Personnel	50
Ways to Support St. Agnes School	51
Calendar	52
Receipt Handbook	52

In compliance with policy number 5101 of the Archdiocese of Milwaukee, the Wisconsin Department of Public Instruction, the school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

Welcome from the Pastor

One World in Faith, One Family in Christ

Dear members of Saint Agnes School,

Please, allow me to introduce myself. My name is Fr. Carlos, and I am the new pastor at the Saint Agnes parish and school family.

Ever since my first day on the job, I have heard about the wonderful gift that our school has been for over 100 years and continues to be, thanks to the great families and school staff who have journeyed with Saint Agnes over the years.

We have a great patron saint in Saint Agnes. Even as a twelve-year-old, she was able to courageously show herself before others as a believer in Christ in the face of persecution. Saint Agnes, however, remained faithful through all these struggles, and today our school honors her and seeks to emulate her example of heroic witness to Christ.

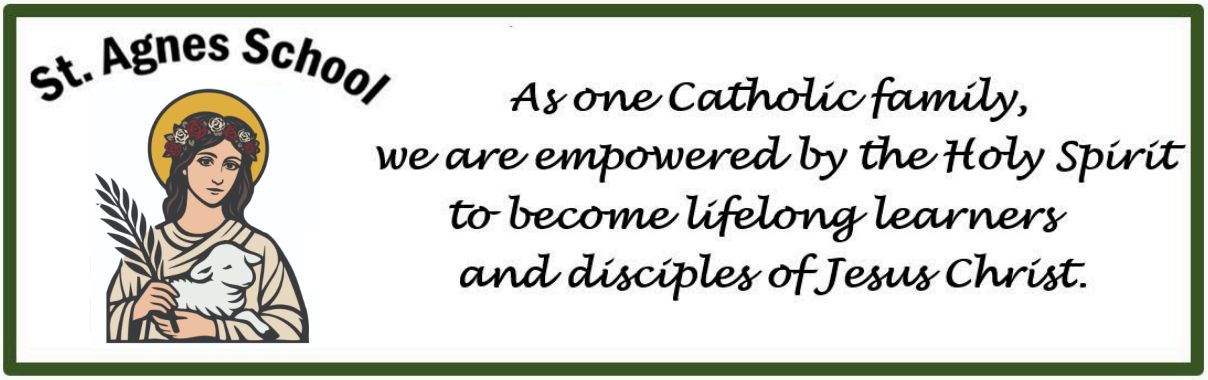
This year, our theme will be “One Word in Faith, One Family in Christ”. Inspired by Saint Agnes, we look forward to a year of academic excellence and courageous faith. As we honor the gift of our Catholic tradition, we will also celebrate small and big acts of Service, Compassion, Creativity, and Courage by our students.

Please, know that our parishioners are praying for each of you. I also assure you of my prayers as well and I look forward to serving you in any way I can.

May God bless you!

Fr. Carlos Londoño

Pastor



Mission
As One Catholic family, we are empowered by the Holy Spirit to become lifelong learners and disciples of Jesus Christ.

Vision
Faith Development and Educational Excellence now and for the future.

Catholic Values
The vision and values embraced by St. Agnes School include:

- Demonstrating Catholic values through words and actions
- Living as disciples of Jesus Christ
- Nurturing relationships with God through prayer and worship
- Instilling respect for all God's people and creation
- Committing to service to all people
- Inspiring productive lifelong learners

Deacons Code
Families, students, and staff live these values through the Deacons Code.

D Disciples of Jesus Christ
E Excellence in academics
A Attitude of gratitude
C Care & respect for God's creation
O One family including everyone
N Noble leaders
S Service to others

Philosophy of Education

"But the wisdom from above is first of all pure, then peaceable, gentle, compliant, full of mercy and good fruits."

James 3:17

St. Agnes School is committed to the wellbeing of each of our students. The statements below articulate our philosophy of education in a Christ-centered environment.

We believe

Children are a gift from God.

Parents and teachers are partners to help children grow spiritually, intellectually, socially, emotionally and physically.

Children learn in different ways and at different times.

Children benefit from clear expectations and structure.

Children can use their strengths to overcome their weaknesses.

Children who are given the benefit of love, spiritual guidance and a quality education will develop strong moral character, personal responsibility and a positive work ethic.

St. Agnes School
is fully accredited by the
ARCHDIOCESE OF MILWAUKEE
and the
WISCONSIN RELIGIOUS & INDEPENDENT SCHOOLS ACCREDITATION

This family handbook is an agreement between the parents/guardians of minor students and St. Agnes School.

St. Agnes Personnel - School

Position	Name	Email
Principal	Karen Papador	Papadork@stagnesparish.org
Enrollment/Choice Administrator	Amy Retzer	Retzera@stagnesparish.org
Administrative Assistant	Cindy Cicerelli	Cicerellic@stagnesparish.org
School Secretary	Alyssa Curro	Curroa@stagnesparish.org
K3	Angela Grant	Granta@stagnesparish.org
K3 Aide	Dontraia Moye	Moyed@stagnesparish.org
K4	Mackenzie Serafino	Serafinom@stagnesparish.org
K4	Holly Jozwiak	Jozwiakh@stagnesparish.org
K4 Aide	Dawn Meyers	Meyersd@stagnesparish.org
K4 Aide	Susan Rice	Rices@stagnesparish.org
K5	Katherine Polster	Polsterk@stagnesparish.org
K5	Mary Langford	Langfordm@stagnesparish.org
K5 & 1st Grade Aide	Kay Reynolds	Reynoldsk@stagnesparish.org
K5 & 1st Grade Aide	Patty Kolbeck	Kolbeckp@stagnesparish.org
K5 & 1st Grade Aide	Janeyha Luttrell	LuttrellJ@stagnesparish.org
Grade 1	Deanna Carr	Carrd@stagnesparish.org
Grade 1	Lauren Masarik	Masarikl@stagnesparish.org
Grade 2	Mary Weir	Weirm@stagnesparish.org
Grade 3	Morgan White	Whitem@stagnesparish.org
Grade 4	Zoe Hawthorne	Hawthornez@stagnesparish.org
Grade 5	Daniel Rice	Riced@stagnesparish.org
Middle School ELA	Teresa Gamm	Gammt@stagnesparish.org
Middle School Math/Science	David McKinnon	McKinnond@stagnesparish.org
Middle School Religion/Social Studies	Andrew Meindl	MeindlA@stagnesparish.org
Music	Sarah Talley	Talleys@stagnesparish.org
Art	Jennifer Wolf	Wolfj@stagnesparish.org
PE	Michele Matthews	MatthewsM@stagnesparish.org
Spanish	Alexandria Adams	Adamsa@stagnesparish.org
Math Aide	Krista Radewahn	RadewahnK@stagnesparish.org
Lunch Coordinator	Heidi Steinhaus	Steinhaush@stagnesparish.org

Personnel - Parish

Pastor	Fr. Carlos Londono	Londonoc@stagesparish.org
Ass. Dir. of Admin. Services		
Coor. of Formation and Liturgy	Shelly Fellin	Fellinm@stagnesparish.org
Admin. Asst. Christian Formation	Peggy Ferch	Ferchpstagnesparish.org
Maintenance Supervisor	Ella Ostrowski	Ostrowskie@stagnesparish.org
Parish Office Assistant	Patty Kaiser	Kaiserp@stagnesparish.org

School Support/Committee Chairs

School Committee Chair	Colleen Sheridan	csheridan2485@yahoo.com
Home & School, President	Britteny and Anthony Harris	blharris923@gmail.com and anthonyjharris93@gmail.com

Letter from the Principal

"All your children shall be taught by the Lord; great shall be the peace of your children."

Isaiah 54:13

Welcome to St. Agnes Catholic School!

As we begin a new school year, I feel truly blessed and honored to serve as your principal. It is a joy to welcome you to our school community, where faith, learning, and family come together to create an environment in which every child is known, valued, and loved.

We are proud to provide a high-quality Catholic education that emphasizes academic excellence and recognizes the unique needs of every student. Our dedicated faculty and staff provide small-group and individualized instruction, helping each child build confidence, develop their talents, and achieve their full potential. We strive to equip our students with the knowledge, skills, and values they need to succeed today and in their futures.

At St. Agnes, our Catholic faith is at the heart of everything we do. Through daily prayer, the celebration of the sacraments, service to others, and a rigorous academic program, we encourage our students to grow spiritually, intellectually, socially, and emotionally.

This year, we are proud to embrace our school theme, **"One World in Faith, One Family in Christ."** More than a slogan, it reflects how we live each day—with kindness, respect, service, and a shared commitment to Christ. Whether we are learning, praying, celebrating Mass, or serving others, our faith unites us as one family and inspires us to love and support one another.

A strong partnership among home, school, and parish is essential to every child's success. Thank you for your continued support and commitment to Catholic education. This handbook provides important information about our school's policies and procedures. Please review it with your family and refer to it throughout the school year.

Thank you for entrusting us with the privilege of educating your child. We look forward to celebrating achievements, creating lasting memories, and growing together in faith throughout the coming year.

Yours in Christ,

Karen Papador
Principal
St. Agnes Catholic School

School Program Schedule

School Office Hours
7:30 A.M. to 3:30 P.M.

Arrival
Students may arrive at school at 7:30 A.M.

Hours of Instruction
7:40 A.M. to 2:50 P.M.

Morning Recess
Morning recess in grades K 3-5th grade scheduled by the classroom teacher. It will be held on one of the designated playgrounds per the daily playground schedule.

Lunch Periods (Each lunch period is followed by a 20 minute recess)

- 11:05 A.M. – 11:25 A.M.
- 11:42 A.M. – 12:02 P.M.

Outdoor Recess Policy
Students will plan on going outside for recess unless it is raining or temperatures including wind chill are below 0. Please always send your child with appropriate outside attire as the decision for outside recess is often made just prior to recess.

Dismissal
The final bell rings at 2:50 P.M. Students are led outside for pick-up at 2:50 P.M.

Prayer and Liturgy:
- All school opening prayer and reflection – Daily at 7:50 A.M.
- Prayer before meals – Daily in classroom groups
- All school closing prayer – Daily at 2:45 P.M.
- All School Mass – Thursdays at 8:15 A.M.
- Primary Grades Liturgy of the Word – Wednesdays at 8:00 A.M.
- Sacrament of Reconciliation/Grades 2-8 – As scheduled during Advent and Lent
- Adoration– Each First Friday at time to be determined
- Rosary – Each Second Friday at 8:50 AM
- Stations of the Cross
    - Primary grades – Fridays of Lent at a time to be determined.
    - Upper grades – Fridays of Lent at a time to be determined.
- Special liturgies and prayers – As announced

Before & After School Care (St. Agnes Lambs, formerly TCU)
6:45 A.M. to 6:00 P.M.

St. Agnes Parish offers before and after school care for all age students. Please call (262) 781-9521 for information.

Academic Programs

St. Agnes School provides instruction for children in K3 through 8th grade. Core academic subjects include Religion, Math, English Language Arts, Science and Social Studies. Additional subjects include Art, Music, Physical Education and Spanish.

St. Agnes School recognizes that students have a range of learning styles and abilities. These differences are accommodated through differentiated instruction. Differentiated instruction may involve teaching the same material to all students using a variety of instructional strategies, or it may involve the delivery of lessons at varying levels of difficulty based on the varied abilities of students. Instructional strategies may include designing lessons to reflect varied content, process, product or instructional setting. Flexible grouping, flexible pacing and varied assessment techniques may also be utilized.

St. Agnes School uses Star progress monitoring assessments to track every student's learning progress in math and reading. Star Assessments are short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer an individual student provides. Early elementary students in grades K5 and first grade will take the Early Literacy tests. Students in first grade through eighth grade will take Star Math and Star Reading. These assessments will be conducted multiple times throughout the school year so the teachers, students and their parents can track each student's learning progress.

*Virtual learning is not offered at St. Agnes School.

Support for Struggling Students

St. Agnes School is committed to helping all students achieve their highest potential in meeting academic standards and benchmarks. Some students will require support to supplement instruction provided in the regular classroom. There are two primary sources of such support at St. Agnes School.

Title 1

Title 1 is a federally funded program that provides services to public school students and eligible private school students. St. Agnes School is eligible for funds for struggling students as one feature of our participation in the Milwaukee Parental Choice Program. Title 1 services at St. Agnes School focus on support to students in grades 1-5 in the areas of reading and math.

Learning Support

Learning support may be accessed by struggling students who are not eligible for Title 1. Students with significant learning deficits in grades K4-8 may receive support from an academic interventionist. Growth in math and English language arts is a priority, but students may receive support in other academic areas as appropriate.

Special Needs Assessment

If a student demonstrates critical learning challenges, St. Agnes faculty and administration may recommend that the parent/guardian seek assessment of the child's academic performance to determine if the child may have special needs. St. Agnes School does not provide special education services but we are committed to collaborate with parents and providers so that students can receive outside special services as deemed appropriate.

If it is determined that St. Agnes School is not well suited to be the best setting for a student, we are committed to work with the family to achieve a positive transition to a school that is a better match for the student.

Enriched Learning Opportunities

Some St. Agnes students may demonstrate special abilities or talents in one or more academic areas. On a day to day basis, differentiated learning opportunities in the regular classroom will provide an appropriate level of challenge to promote ongoing academic growth commensurate with the student's abilities.

St. Agnes School also provides enriched learning opportunities beyond the regular classroom. Special small group or individual instruction, learning events, activities, field trips, workshops and academic competitions are some of the vehicles for enriched learning opportunities. The field trips or service experiences will have clear educational purposes and will link directly to specific Archdiocesan standards.

School Planning and Accreditation

St. Agnes is accredited by the Archdiocese of Milwaukee on a seven-year cycle, with annual visits. St Agnes is also accredited by the Wisconsin Religious and Independent Schools Accreditation (WRISA) on an annual basis.

Class size

Grade Level	Desired Class Size
K3	20
K4, K4	17
K5-2nd Grade	25
3rd - 8th Grade	30

St. Agnes Teacher Request Policy:

As continued growth at St. School may require the splitting of certain grades into two classes or sections, it is the policy of School administration and faculty to take into consideration a variety of factors when assigning students to particular classes with different teachers. Among those factors, academic, social and emotional issues pertinent to each child (and the overall class makeup) are considered and great care is taken when assigning children to a specific classroom. Parents are encouraged to bring any academic, social or emotional concerns specific to their children to the administration's attention. However, St. Agnes School does not encourage, solicit or honor parent requests for specific teacher assignments. These assignments are made at the sole discretion of the administration.

Communication

Communication between the home and school is crucial for student success. Creating and continuing strong communication is the responsibility of both the home and the school. St. Agnes School welcomes all questions and concerns from parents/guardians. Should a question or concern arise, the following steps should be taken in this order:

- Contact your child's classroom teacher or the teacher involved
- If your question or concern has not been resolved, contact the direct supervisor of the party involved
- If your question or concern has not been resolved, a meeting with all involved parties will be scheduled in order to find a resolution

We value communication greatly and strive to keep families informed and updated on all important happenings in the school. Our greatest forms of communication are:

- The Friday Flyer
- Email Notifications from the office
- Classroom messages on the classroom communication app
- Email notifications from the classroom teachers
- Social Media: Facebook/Instagram

The Friday Flyer is our weekly newsletter. St. Agnes committees, groups, clubs may request to include information in the Friday Flyer. All requests should be sent to the Office Administrator no later than 12:00 PM on Thursday in order to be included in that week's Friday Flyer. Information sent after 12:00 PM on Thursday may have to be included in the next issue of the Friday Flyer.

Safeguarding All God's Children

The Safeguarding All God's Children program is designed by the ARchdiocese of Milwaukee to protect our children from sexual abuse and related dangers. St. Agnes is committed to providing a safe environment for all of our children. We follow Archdiocesan guidelines for Safe Environment for both adults and children in our building. Adults who work directly with students in any capacity are required to be Safe Environment trained.

Archdiocesan policy requires that Safe Environment Education is a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the Safe Environment Education web page.
ADOPTED: 5/3/1993; REVISED: 6/15/2021

Archdiocesan policy also requires that education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs. A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current Family Life Curriculum and must use resources approved by the Office for Schools and Office of Evangelization & Catechesis. The Family Life program is offered during the normal daily instructional schedule at St. Agnes. 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.
ADOPTED: 3/11/1975; REVISED: 9/8/2016 6141.11

Emergency School Closures:

Emergency school closings may be necessary due to severe weather conditions during a school day. St. Agnes School follows the closing decisions by our local public school district, Sussex Hamilton. In 2022, the decision was made to also follow the closure decisions of Milwaukee Public Schools. St. Agnes now follows both the Hamilton and MPS closures due to inclement weather.

Considering St. Agnes does not provide busing, we will not automatically close for cold weather.

In the event of a school closure due to inclement weather, parents/guardians will be informed via email, social media, and postings on the following news stations: TMJ4, Fox 6, WISN 12, and CBS 58.

In the event of a school closure due to an emergency during the school day, parents/guardians will be notified via email from the office.

Instruction and Assessment

Instruction and assessment are at the heart of all learning at St. Agnes School. Strategic integration of instruction and assessment will help St. Agnes School ensure that all students are making progress toward the acquisition and mastery of knowledge, skills and attitudes essential for their success.

Instructional Time

St. Agnes School will provide class schedules that will most effectively serve the essential components of instruction. At St. Agnes School the school day shall begin at 7:40 A.M. and conclude at 2:50 P.M. The St. Agnes School calendar will provide a minimum of 175 days of instruction and 1137 hours of instruction.

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 purposes of homework are threefold:

1. to deepen students' understanding and skills relative to content that has been initially presented to them,
2. to prepare students for new content,
3. to have students elaborate on content that has been introduced.

Homework should be formative, allowing students to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood. Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. With increased maturity, learning should become an 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.

St. Agnes School teachers will establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and vary approaches to providing feedback.

Homework, properly planned and purposeful in nature, should:

- Deepen students understanding and skills relative to content that has been initially presented to them
- Prepare students for new content or have them elaborate on content that has been introduced
- Help students develop good study habits and organizational skills
- Foster positive attitudes toward school
- Communicate to students that learning takes work at home as well as at school
- Communicate to parents what is being emphasized in class, what is expected of students, and how students' work will be evaluated

Amount of homework

The amount of homework assigned to students should be different from elementary to middle school.

Grade Level	Time Guidelines
K3, K4, K5	0-15 minutes
Grades 1, 2 and 3	15-30 minutes
Grades 4 and 5	30-60 minutes
Grades 6, 7 and 8	60-90 minutes

Middle school teachers will try to coordinate assignments so that the amount and frequency of homework is within reasonable expectations for their students. Homework will not be used as a form of punishment.

If parents/guardians notice that the amount of homework a student does at home varies significantly from the guidelines above, the following steps are recommended.

- Ask to see the student's assignment notebook
- Talk to the child about the amount of homework
- Talk to the teacher about the amount of homework

In almost every situation, communication between home and school eliminates any confusion or misunderstanding associated with homework.

Assessment of Student Learning

At St. Agnes School assessment consists of practices that analyze, inform, and drive student learning. St. Agnes School employs a system of integrated assessment that includes:

- classroom level formative assessment of student performance in learning activities and homework
- classroom level summative assessment using tests, exams and projects to measure student mastery of content standards
- school wide progress monitoring systems, such as the Star Tests, to assess the progress of individual students, student groups, and school improvement
- Standardized summative assessments like the Forward Exams to direct ongoing school improvement.

Results of the summative assessments are reported to St. Agnes School staff, parents, students, and school representatives on an annual basis by the principal.

Standards-Based Grading

Effective grading practices at St. Agnes School are necessary for ongoing improvement of teaching and learning. St. Agnes School has adopted standards based grading practices consistent with best practices within the Archdiocese of Milwaukee Catholic school network.

St. Agnes School has procedures that support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading is standards-based and reflects what students know and are able to do.
- Grading will be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading supports a growth mindset.
- Grades only reflect student achievement.
- Homework is used as formative assessment to check for understanding, provide feedback, and prepare students for summative assessments.

Standards-Based Grades for Grades 1-3

3 Proficient	● Student demonstrates consistent understanding and application of concepts and skills assigned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning tasks without assistance.
1 Emerging	● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

Standards-Based Grades for Grades 4-8

4 Advanced	● Student demonstrates understanding of concepts and skills extending beyond grade level standards. ● Student can independently complete self-directed studies.
3 Proficient	● Student demonstrates consistent understanding and application of concepts and skills assigned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning tasks without assistance.
1 Emerging	● Student needs more time to develop understanding of grade level standards. ● Student can complete learning activities with assistance.

Student Success Indicators

St. Agnes parents have expressed a strong interest in knowing that their children are prepared for success beyond our school. Educators from across the Archdiocese of Milwaukee have determined three priority student traits for careful focus. These are Student as Learner, Student as Citizen, and Student as Disciple. Descriptors for these traits are identified below.

Student as Learner:

- Transitions effectively between activities.
- Demonstrates persistence in learning tasks.
- Collaborates effectively to achieve defined outcomes.
- Accepts and applies constructive feedback.
- Completes learning tasks efficiently and independently.
- Engages in learning in various settings.
- Sets goals and monitors progress.
- Utilizes effective organizational and time management skills.

Student as Citizen:

- Demonstrates respect for people and property.
- Engages in active listening.
- Demonstrates honesty.
- Uses socially appropriate language.
- Demonstrates empathy and kindness.
- Practices appropriate conflict resolution skills.
- Considers the impact of behavior on others.

Student as Disciple:

- Demonstrates care for all of God's creation.
- Demonstrates a spirit of selfless service.
- Expresses forgiveness in word and action.
- Manifests a willingness to grow in faith and share beliefs. (Middle School only)

Report cards

- At St. Agnes School, report cards shall be issued for each trimester. Progress information will be shared midway through each trimester.
- St. Agnes School uses the approved Archdiocese of Milwaukee report card.

Parent-Teacher-Student Conferences
St. Agnes School schedules conferences twice each year. Teachers and parents/guardians will also conduct both formal and informal communications throughout the school year.

Act 20 Compliance

Promotion Policy: Grade 3 to Grade 4

This policy is adopted to comply with 2023 Wisconsin Act 20 and is effective September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;

- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;

- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

-
- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)

- Is a pupil who has an individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.

- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. (According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).

- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

Educational Technology

Students at St. Agnes School use educational technology on a daily basis and across all subject matters. Our safe and responsible use of educational technology aligns with policy of the Archdiocese of Milwaukee.

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.
Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.
The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.
The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications

• Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
• Network storage areas and parish/school-issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.

- The following are not permitted:
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the Student Acceptable Use Form before being permitted access. Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final.
Mandatory reporting guidelines apply to all use of the parish/school computer system.

Personal Electronic Devices

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones,

wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.
It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.
- Unauthorized use of personal electronic devices includes but is not limited to the following:
- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The parish/school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.

Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.,) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.
The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

Rules for Acceptable Use of Social Media:

• Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.

• Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic

purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.

Download Form 6161.2 (c) Parent/Guardian Opt-Out of Digital Communications Form

• Students should not initiate a request to staff to join a social network being used for personal purposes.

• The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.

• Principals and/or network administrators will regularly review and monitor all comments and postings on school media sites. Any inappropriate content on a school media site should be deleted immediately.

• Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

• Parish/network/school social media and digital communications should abide by the **Social Media & Digital Communications Policy.**

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the pastor/parish director/president/principal regarding inappropriate use of social media is final.

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ADOPTED: 5/5/1998; REVISED: 7/2/2020

Attendance/Tardiness

St. Agnes School considers daily attendance and prompt arrival to be one of the most critical elements of successful school performance. St. Agnes School will comply with Wisconsin Statute § 118.15. and Archdiocese of Milwaukee policy 5112: Compulsory School Attendance.

The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

In accordance with the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five (5) days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten (10) or more days in the school year.

In the event that habitual tardiness or absenteeism continues, a student's enrollment at St. Agnes School may be terminated.

Students who are absent or tardy for more than twenty (20) days in a school year will be subject to disenrollment from St. Agnes School. Individual circumstances will be taken into consideration at the discretion of the principal.

The principal is authorized to require 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, St. Agnes School shall determine which students enrolled in the school are absent from school and whether each absence is excused. St. Agnes School will 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.

The following are considered excused absences:

- Personal illness. Medical verification may be required.
- Family emergencies or crises
- Attendance at a funeral or religious service
- Medical and legal appointments not able to be scheduled after school hours
- Severe weather when school is not officially closed

The following are examples of unexcused absences:

- Working
- Babysitting
- Car trouble
- Oversleeping, running late, or missed bus
- Family travel

Students will be allowed to complete the work missed during an absence.

Students who are absent from school are 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 event.

Based on policy 5112 of the Archdiocese of Milwaukee ADOPTED: 11/12/1974; REVISED: 8/26/2020
5113:

Release of Students

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.
Based on policy 5113 of the Archdiocese of Milwaukee ADOPTED: 12/1/1983; REVISED: 4/2/1990

Extra-Curricular Activities

St. Agnes School and St. Agnes Parish are proud to provide extra-curricular activities to students enrolled in St. Agnes School and in the St. Agnes Christian Formation Program. Extra-curricular activities support a positive sense of community. They are also proven to boost school attendance, academic success, and goals for education past high school. Students who participate in extracurricular activities are linked to healthy choices like avoiding drug use and developing habits for fitness and exercise.

Altar Servers
Girls and boys may begin to participate as Mass Servers in the 5th grade. Participating students must be a baptized Catholic and demonstrate academic habits and behavioral standards consistent with positive student role models.

Athletics
Students can begin to participate in our extensive sports program in the 5th grade. The St. Agnes Parish Athletic Committee sponsors and conducts this program in cooperation with the school principal. Fall sports include Boys and Girls Volleyball. Winter sports include Boys and Girls Basketball, and Cheerleading. Spring sports include Girls Softball and Co-ed Track.
Requirements for participation apply equally to students in the St. Agnes School and Christian Formation Program. Eligibility to compete will be determined by the student's academic record, effort, attendance, and conduct in school (whether Catholic or public) and Christian Formation classes. Determination of such eligibility criteria will be made by parish and school administration and in consultation with staff members and the St. Agnes Athletic Committee.

Choir
Students in grades 1-3 are eligible to participate in the Melody Choir which is organized and led by the school music teacher..
Students in grades 5-8 are eligible to participate in the Harmony Choir directed by the school music teacher. The children may sing at Mass, assemblies and school or parish events. Practices occur during the school hours.

Drama Club
Middle school students in 6th, 7th and 8th grade at St. Agnes School or in the St. Agnes Christian Formation Program are eligible to participate in Drama Club for performance in November. Each performance is selected by the Drama Club advisors. Students are invited to try out for roles. Cast assignments will be made by Drama Club advisors. Drama club is a sub-committee of Youth Ministry.

Forensics
Forensics at St. Agnes School is an intramural activity. Students prepare and perform in various categories of spoken presentations. Students in grades 4-8 may participate in this program. Faculty and parent volunteers organize, coach, and judge the student performances. A Forensics Festival is held each spring to showcase the student performances.

Scouts
Scouting Programs are available for boys and girls in grades K5-8.

Student Council
Student Council works to improve school spirit, show leadership, and serve the school community. Students attend monthly meetings, serve on Council committees to organize and work on special activities, and participate in service projects. Students in grades 4-8 are eligible to participate. Student Council elections are held in the fall of the school year.

Behavior Expectations

Philosophy
It is the goal of the St. Agnes School behavior plan that students should conduct themselves in a way that demonstrates their commitment to following the pattern of Jesus Christ. Through Religion classes, instruction in social skills and a school-wide philosophy of support for positive behavior, students will learn to behave in a way that shows they embrace the Ten Commandments, the Beatitudes, and the lessons of the Gospels.

The environment of St. Agnes School will be orderly because students will make positive decisions about safety and behavior. Students will be respectful and responsible.

The St. Agnes behavior expectations are based on our educational philosophy:

- Safety, respect and responsibility are at the center of behavioral expectations.
- Engaging instruction and effective classroom management are the foundations of effective school discipline.
- A partnership between parents/teachers/administration is most effective in supporting positive student behavior at St. Agnes School.
- Negative behavior is most effectively extinguished with instruction focused on positive replacement behavior.
- School discipline is most effective when the focus is preventing misbehavior.
- School discipline is most effective when founded on positive relationships between students and personnel.
- Effective school discipline supports high levels of learning.
- Consequences for misbehavior must correspond to the developmental stage of the child and the child's capacity to understand expectations and consequences.
- Corporal punishment is never acceptable or allowable.

Policy

All policies and practices will be in full compliance with policies of the Archdiocese of Milwaukee and the Wisconsin Department of Public Instruction.

Living our Catholic Values

Within our school community, there is a fostering of Catholic values that includes living our faith through our attitudes, care of others, and service. Families, students, and staff abide by the Deacons Code as follows:

D Disciples of Jesus Christ
E Excellence in academics
A Attitude of gratitude
C Care and respect for God's creation
O One family including everyone
N Noble leaders
S Service to others

Expectations during prayer and liturgy

Prayer and liturgy are central to our Catholic faith traditions at St. Agnes School. All St. Agnes students will observe the importance, sanctity and reverence of prayer and liturgy.

During prayer and liturgy, St. Agnes students will

- Honor and respect the traditions of the Catholic faith.
- Be attentive and participate at an appropriate developmental level.
- Maintain a physical posture appropriate to community prayer.

Classroom Expectations

Teachers will post expectations for classroom behavior that is developmentally appropriate for their students. Foundational expectations based on developing positive behaviors are common to all St. Agnes classrooms.

In the classroom, St. Agnes students will be

- Safe.
- Respectful.
- Active participants.
- Ready to learn.

Lunchroom Expectations
Lunch time affords students the opportunity to relax and enjoy their midday meal with their classmates. Good manners and healthy eating behaviors are expected. Positive, school appropriate conversation is acceptable. Students at different developmental levels may have supplemental routines or procedures at the direction of their teachers or lunchroom supervisors. Basic expectations are common to all.

In the lunchroom, St. Agnes students will:

- Be respectful and use good manners.
- Line up and be orderly.
- Eat a healthy lunch.
- Be neat.
- Remain seated until dismissed.
- Raise their hand if something is needed.

Recess Expectations
Recess provides physical, academic and social benefits to St. Agnes students. Safe play is an expectation for everyone. Adult supervision and student adherence to playground rules will help to ensure the safety of all. Students at different developmental levels may have supplemental routines or procedures at the direction of their teachers or playground supervisors.

At recess, St. Agnes students will:

- Stay in the designated area.
- Use equipment as intended.
- Take turns and include others.
- Be respectful and kind.
- Resolve issues peacefully and involve adults when necessary.
- Line up promptly and in an orderly fashion.

Hallway and Transition Expectations
Safe and orderly transitions between activities and areas are essential to a positive school environment. Adult supervision and student adherence to rules will help to ensure a positive learning environment. Students at different developmental levels may have supplemental routines or procedures at the direction of their teachers or adult supervisors.

In transition from one place to another, St. Agnes students will

- Walk at all times.
- Be quiet and orderly.
- Keep hands and feet to themselves.
- Honor the personal space of others.
- Have a pass when not with a teacher.

Expectations for use of cell phones and personal technology
Cell phones and personal technology are not intended for use during the instructional day.
Cell phones and personal technology may interrupt instruction and are disallowed for use during the hours that St. Agnes School is in session. All cell phones will be turned into a student's teacher at the beginning of each day. Smart watches are not permitted at school. Any smart watches worn to school will be turned in to the homeroom teacher at the beginning of each day. Students who need to contact

their parents during the hours that St. Agnes School is in session may use the office phone with the permission of their teacher and St. Agnes School office personnel.

Relative to the use of cell phones and personal technology, St. Agnes students will:

- Keep such devices at home unless otherwise directed by their parent or guardian.
- Turn in all devices to their homeroom teacher at the beginning of each day.
- Keep such devices turned off during school hours.
- Not keep such devices on their person during school hours.

Expectations for dress
All students are expected to dress in a manner determined to be suitable for St. Agnes School. For details regarding dress refer to the section titled Uniform Dress Code.

Consequences for negative behavior
Consequences for negative behaviors are progressive in nature. The frequency and severity of the misbehavior will be considered in assigning consequences.

Progressive consequences may include

- Verbal redirection
- Conferencing with students to solve problems
- Natural or logical consequences
- Communicating with parents
- Time-out
- Lunch detention
- Referral to principal
- After school detention
- In-school suspension
- Out-of-school suspension
- Probation
- Expulsion

For behaviors that are minor infractions, the focus of the consequence will be on developing positive replacement behaviors and personal responsibility.

For behaviors that are major infractions, the focus will continue to be on developing positive replacement behaviors and personal responsibility. In addition, punitive consequences may also be assigned.

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
A student may be placed on probation if, in the judgment of the administration, he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.
(All students new to a school are considered on probation for a minimum of one semester.)

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, the 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:

- An investigation by school officials prior to any suspension
- 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 may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

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 fifteen 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.

Expulsion
As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers 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 behavior reasons are considered to be expelled.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

- 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, dress codelighters, 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

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

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

The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the parish/school may include former trustees, pastoral council members, parents of former students, or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to 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. law enf
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing has ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day 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. The parent is given the right to still

withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president 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.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program
- Assignment to an alternative schedule or remote learning

Bullying and Harassment

At St. Agnes School, we believe 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.

As part of the St. Agnes School ethic:

- We graciously accept each other in worship, study, service and social activities.
- We serve others through mutual reflection and encouragement.
- We strive to live in the pattern of Jesus Christ through Christian attitudes and behaviors.

In each of the above statements, it is a core belief and practice that bullying or harassment from any staff, student, or family members will not be tolerated.

Respect for the dignity of each person is essential to Catholic tradition. It is vital that St. Agnes School 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 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 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 Safe Environment Program Manager. Based on policy 5131.1 of the Archdiocese of Milwaukee ADOPTED: 4/14/1987; REVISED: 7/31/2015

Uniform Dress Code

Parents are responsible for their child's compliance with the dress code/uniform policy. In the event of any discrepancies, the principal will make the final decision as to the appropriateness of uniform, hair, etc. With regard to appropriate attire, St. Agnes School is a neutral environment and political messages on clothing are never allowed. In the event that a student is out of uniform, the parent will be contacted by the school office, and the parent will need to promptly make arrangements to meet the requirements.

Shirts/Blouses (ALL)

- White, navy or hunter green collared shirt, short or long sleeve. No prints or logos except school approved St. Agnes logos.

Jumpers (Girls K5-5th grade)

- Khaki or navy, appropriate length: mid-thigh or longer.

Polo Dress (Girls)

- Hunter green or navy - appropriate length: mid-thigh or longer.

Skirts

- Khaki, black or navy skirt or skort - appropriate length: mid-thigh or longer.

Pants (ALL)

- Navy, khaki or black. No leggings in place of uniform pants. Leggings (navy/black) may be worn **under a jumper, dress or skirt.**

Shorts (ALL)

- Optional and ONLY after Spring Break – Oct. 15th, or when approved by the principal. Navy, black or khaki. Conservative style: appropriate length: mid-thigh or longer

Sweatshirts/Fleece/Sweaters-(ALL)

- Crewneck sweatshirts in green, navy, white or gray.
- Fleece with approved St. Agnes logo *ONLY*.
- Crewneck, cardigan, or V-neck sweater in hunter green, navy or white.
- *NO HOODED SWEATSHIRTS* (except for Jean/Casual days-see below).

Jean/Casual Day – LAST FRIDAY OF EACH MONTH

- The last Friday of each month is designated as a Jean/Casual Day for students who meet the eligibility criteria established by their teachers. Criteria may include, but are not limited to, completing homework and assignments on time, demonstrating appropriate classroom behavior, and meeting academic expectations. Teachers will notify students/families who do not meet the criteria the day before. Students who qualify may dress out of uniform but must comply with all Family Handbook dress code guidelines. Students who do not meet the criteria are required to wear their regular school uniform.

Out of Uniform Days

- Student's Birthday (unless birthday falls on a Mass day, in which case they may dress casually on the following school day). If a student's birthday falls on a weekend, they may choose either Friday or Monday adjacent to their birthday.
- Scout uniforms may be worn on meeting days.
- Special days announced by the Principal (ex. Packer day, Valentine's Day).
- Political messages or references on clothing are never allowed, including free dress and costumes.
- Students may redeem Out of Uniform Passes on Fridays.

Gym Uniforms (ALL)

- Students must have an extra pair of gym shoes just for gym class to be kept at school with white or light-colored soles.
- **Grades 6-8 will change for gym class**. Green "St. Agnes School" t-shirt and black athletic shorts. NO spandex or biking shorts. Gym t-shirts and shorts are available through spirit wear orders (Current Students & Parents/Information, Forms, Policies).

Hair/Jewelry/Nails/Accessories

- ALL students should have neat, clean hair that is kept out of the eyes.
- Hair colors/extensions must be in colors naturally occurring in humans.
- If worn, ribbons, bows, hair clips, ties, barrettes and other accessories should be simple and not a distraction.
- Hats, caps, bandanas, and hairdo protecting head wraps may not be worn.
- Jewelry must be simple, modest and not a distraction.
- Girls earrings: no larger than ½" hoops.
- Only ear piercings allowed.
- NO dangling jewelry or jewelry that causes a distraction.
- Nails must be appropriate length and not cause distraction.
- Belts, if worn, are to be functional and without embellishments.
- Boy earrings: studs no larger than 4 mm.

Shoes (ALL)

- Shoes must have a back and closed toe.
- Socks or tights required with all footwear.
- Shoelaces must be tied.
- No Crocs, step-in slippers, or shoes with heels.
- Boots are not allowed to be worn in the classroom.
- Students must have additional outdoor boots during winter months.
- Students must have additional athletic shoes to be worn for gym class with white or light-colored soles.

Jeans (ALL)

- On appropriate jean days, jeans must have proper fit and NO tears, rips or strings.
- Never Allowed: Shirts with offensive messages/slogans, halters, crop tops or spaghetti strap shirts.

The final decision with regard to uniform compliance or any part of the uniform policy, will be made by the principal.

Health and Safety

St. Agnes School is committed to a welcoming school environment that will provide structure and procedures for health and safety for all students, employees, families, volunteers and visitors. Our requirements for health and safety will be in compliance with the policies and guidelines of the Archdiocese of Milwaukee and the Wisconsin Department of Public Instruction.

Immunization Requirements

School administrators must be in compliance with state immunization laws. Wisconsin law requires schools to develop and implement a plan to encourage compliance with state immunization laws and parents to present written evidence, paper or electronic, that their child has received specified vaccinations. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician. (Refer to full text of Archdiocese of Milwaukee policy 5141.31)

STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Table 144.03-A
Required Immunizations for the 2023-2024 School Year

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note**: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note**: a dose four days or less before the 4th birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note**: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note**: A dose four days or less before the 1st birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (05/2023)

STATE OF WISCONSIN
Wis. Stat. § 252.04

Students with Food Allergies
It is possible that students in attendance at our schools have a dangerous allergy to certain foods. In this event, families will be required to avoid sending such foods to school with their children.

Students with Food Allergies
It is possible that students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason, the schools' environment must be as free as possible from the allergy-producing food products. In these grade levels, all families need to consider such allergies in preparing lunches, treats, and snacks. The St. Agnes School will establish allergy-free zones in the lunchroom and other instructional areas where appropriate.

Students with food allergies may have allergic reactions that vary from localized and/or mild, to systemic, life-threatening reactions. Therefore, students with food allergies must have on file at the school an allergy action plan and healthcare accommodations plan in accordance with the school's medication policy.

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.

1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. 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 school office/administration.
- 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 principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. 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.

3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. 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.

4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other 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, parent/legal guardian, principal, and homeroom teacher. 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.
5. Only limited quantities of any medicine are to be kept at school.

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

7. 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.

8. 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.

- It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
- 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.

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

Download Form 5141.5 (a): Parent(s)/Guardian Medication Authorization Form – Nonprescription Medication
Download Form 5141.5 (b): Medical Provider Authorization Form – Prescription Medication
Download Form 5141.5 (c): Allergy Action Plan
Download Form 5141.5 (d): Health Accommodations Plan
Download Form 5141.5 (e) Medication Record

Health Room Procedures

The St. Agnes School health room is provided for the comfort of students who are not feeling well. St. Agnes School does not employ a nurse or have medical volunteers in attendance. In the case of illness, the student is to report their ill health to the teacher in charge. If feelings of ill health continue, students may be sent to the school office for care. Limited care can be given. Children are encouraged to return to class after lying down and resting if their feelings of ill health have passed. Office personnel will contact the parent/guardian if a student shows sign(s) of illness.

In the event that a student is injured at school, St. Agnes School office personnel will provide routine first aid. In the event of serious injury, emergency medical services will be called. Office personnel will contact the parent/guardian if a student is injured at school.

When a Student Should Be Home Due to Illness

In the morning before school, many parents need to decide if their child is well enough to attend school. When students come to school sick, they can often make other students and staff sick. If your child feels unwell, refer to the information below.

An Information Sheet from
Waukesha County Dept. of Public Health and Human Services
615 W. Moreland Blvd. Waukesha, WI 53188
For further information phone: 262-896-8430

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. How do you make the right decision? The following information is not intended to take the place of your pediatrician's advice but to provide guidelines to be followed until your doctor can be contacted for his/her opinion.

Stomach Ache/Vomiting/Diarrhea

Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep fluids and foods down. A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.

Cold/Sore Throat/Cough

The common cold presents the most frequent problem to parents. A child with a "heavy" cold and a hacking cough belongs at home in bed, even though he or she has no fever. If your child complains of a sore throat and has no other symptoms, he or she may go to school. If white spots can be seen in the back of the throat or a fever is present, keep him or her at home and call your doctor.

Rash

A rash may be the first sign of one of many of childhood's illnesses, such as chicken pox. A rash, or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school unless your doctor says it is safe to do so. .

Pain

If your child has a toothache, call your dentist. For earaches, consult your pediatrician without delay. A child whose only complaint is a headache usually need not be kept home.

Fever

A fever is a warning that all is not right with the body. The best way to check for fever is with a thermometer. No child with a fever over 100° by mouth should be sent to school. When a thermometer is not available, check the child's forehead with the back of the hand. If it is hot, keep the child at home until the fever can be checked with a thermometer. Do not allow your child to return to school until he or she has been free of fever for 24 hours without the use of fever-reducing medication (i.e. acetaminophen and ibuprofen).

Children have been kept home from school for reasons other than illness. Unnecessary absence from school may have a bad effect on a student's attitude, work habits and progress. Use your own good common sense and remember: Sick children belong at home and well children belong at school.

Comprehensive School Security Framework

In compliance with policy of the Archdiocese of Milwaukee, the Wisconsin Department of Public Instruction, and Wisconsin State Statute St. Agnes School and Parish have developed a comprehensive school safety plan following the procedures outlined in the Comprehensive School Security Framework published by the Wisconsin Department of Justice. St. Agnes School faculty and staff, St. Agnes Parish personnel and parent volunteers completed a thorough internal study in construction of this plan. If you are interested in learning more about this plan it is available for review in the school office and on the St. Agnes School website.

VISITORS/PARENTS/GUARDIANS IN BUILDING (1250)

For the safety of our children all visitors must enter the school building through the doors at the top of the stairs by the school office. They must sign in and receive a visitor badge before visiting classrooms and/or other parts of the building. If the visitor is unknown to school personnel, identification may be required. Visitors not wearing a badge while in the building may be escorted to the office by school personnel. This requirement does not apply when visitors are attending an athletic event or other school programs in areas typically used for large group assembly such as the church or Kemp or Hafford Halls, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences. The principal or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students, staff or school property or if the visitor's presence is disruptive to the operation of the school. Law enforcement shall be called if the visitor refused to comply. No parent/guardian or visitor may interrupt classes when they are in session or speak with a teacher when children are in the classroom. If a parent/guardian needs to see a child, the office staff will call the child from the classroom. Parents/guardians are welcome to visit a classroom during the school day, however, they must contact the principal prior to the visit. Parent/guardian visits should not disrupt the educational process. If a parent/guardian needs to drop off something for a child, the item must be left, properly marked, at the school office. The office staff will see that the item gets to the student.

WEAPON FREE SCHOOL ZONE (6114.6)

St. Agnes school will be maintained as weapon free zones for the protection and safety of students, staff and visitors and in accordance with Wisconsin State Statutes. It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

School Wellness

The administration of St. Agnes School will implement and ensure compliance with The U.S. Department of Agriculture wellness policies. Administration conducts policy review and will invite representation by classroom teachers, the physical education teacher, the School Food Authority, a healthcare professional, a parent and a student in such reviews. USDA Smarter Lunchroom strategies will be encouraged.

St. Agnes food program

St. Agnes School provides a nutritious hot lunch program for all students through participation in the National School Lunch Program and in partnership with the Elmbrook School District. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. St. Agnes School will post the lunch menu on a monthly basis.

Cost of the lunch program

- St. Agnes has joined the CEP program as of 2025. This provides free breakfast and lunch to all students at St. Agnes School. A qualification of the CEP Program is that all families must complete an 2025-2026 Alternative Household Income Form
- All Breakfast and Lunch Meals must be ordered through the Boonli Website on a monthly basis.

General nutrition guidelines

All food and beverages sold outside of the school meal programs shall meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. St. Agnes School will restrict food and beverage marketing to those foods and beverages that meet the nutrition standards set forth by USDA's Smart Snacks rule.

St. Agnes School teachers will integrate nutrition education into classroom subjects, such as math, science, language arts, social sciences, and special learning activities.

St. Agnes School encourages that foods offered at school celebrations and special events meet or exceed the USDA Smart Snacks nutrition standards. This includes classroom snacks brought by staff, school organizations and family members. Non-food celebrations are encouraged.

General fitness activities

It is recommended that children and adolescents participate in 60 minutes of physical activity every day. St. Agnes School will provide students with physical education instruction, using an age-appropriate physical education curriculum consistent with national and state standards for physical education. St. Agnes School will also provide opportunities for students to participate in physical activity in addition to physical education. All St. Agnes students will have a 15-minute recess following their daily lunch. Students in grades K4-5 will have an additional daily recess during the academic day.

STUDENT RECORDS (5125)

St. Agnes has the responsibility to keep educational records for each student, which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student enrolled in St. Agnes School. Upon the student's entrance into St. Agnes, a student record is started and the student's history throughout the school years is recorded. After the student has graduated or terminated his/her education the permanent record will be maintained for 65 years; thereafter the permanent records may be offered to the parish for the archives. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/ guardian shall upon request, be provided with a copy of the records. St. Agnes will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility. If a family is moving which will involve a change of school, parents/guardians are required to notify the school in advance so that the necessary records may be transferred to the new school. All records are to be mailed and not carried. When transferring records no written parental request is required. Evaluations that are part of the student's record that have been performed by the school or local school district do not require the written permission of a parent/guardian before this information can be released to the new school. Evaluations performed by a private, outside agency may only be released to the new school by the parent/guardian. Behavior records and reports are transferable to other schools and/or appropriate agencies.

ASBESTOS STATUS INFORMATION

St. Agnes School complies with the EPA asbestos regulations and is inspected by accredited and state certified asbestos building inspectors to determine the locations and type of asbestos-containing building material within the campus. Management plans are developed by an EPA accredited and state certified asbestos management planner that details the inspection, required response actions, and methods to maintain asbestos-containing building materials within our campus. The management plan is available for your review upon request.

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 118 ©2023 Archdiocese of Milwaukee unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

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

Mandatory Reporters Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

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

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

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

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. 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: 120 ©2023 Archdiocese of Milwaukee
- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

Report to Child Protective Services:

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

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

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

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

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of

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

- Any previous reports of suspected abuse or neglect related to this child or family (if applicable). ©2023 – Archdiocese of Milwaukee 121
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

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

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.

2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.

3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.

4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to

proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.

5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.

6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.

7. Care must be taken to avoid defamation of the character of the accused.

8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.

9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.

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

11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.

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

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

14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

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

Based on policy 5110 of the Archdiocese of Milwaukee ADOPTED: 5/2/2000; REVISED: 8/5/2022

School Violence Threat & Mandatory Reporting:

Wisconsin Act 143 requires reporting of school violence threats by certain individuals including teachers, school administrators or other school employees. 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 violence in or targeted at a school, there is a serious and imminent threat to the safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances regarding the threat.

Child Custody

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

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

Based on policy 5124.2 of the Archdiocese of Milwaukee ADOPTED: 5/1/1994; REVISED: 7/22/2015

School Property

St. Agnes provides students with the necessary materials to learn. Students are permitted the use of books, technology, and multiple other resources supplied by the school. Care of these materials is expected. Textbooks are to be covered with a properly fitting book cover and are to be carried to and from school in a sturdy book bag. Parents of students will be held responsible for the replacement cost of any materials or property that are lost or damaged through their children's negligence. If any school property is damaged, parents will be notified and the principal will make a decision as to the replacement or repair cost.

Search and Seizure
St. Agnes reserves the right to search anything brought onto school property.

Desks and Storage Areas
Parishes/schools reserve the right to search anything brought onto parish/school property. Storage areas, desks, textbooks, and other materials or supplies loaned by the school to students remain the property of the St. Agnes, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted. The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. 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.

St. Agnes will follow the Archdiocesan policies 5145 and 5145.2 in regards to police questioning and search and seizure.

Gender Identity

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

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

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

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.

Based on policy 4470 of the Archdiocese of Milwaukee ADOPTED: 8/5/2022

Transportation

It is the responsibility of parents, guardians and all drivers to follow traffic procedures and protocols that support the safety of St. Agnes students. Alertness, a willingness to follow procedures and protocols, patience and courtesy are essential so that all students can safely make their way from the supervision of St. Agnes staff to the supervision of their own parents and guardians.

Additional forms of transportation such as school bus, walking, or bike riding are also addressed in this section of the handbook.

St. Agnes School Traffic Patterns

Parents or designated drivers who bring children to, or pick children up from, St. Agnes School must adhere to St. Agnes School traffic patterns.

Drop Off and Pick Up Procedures:

Option 1: Drive Through Car Lane

- **Cars will enter through the Entrance Gate (farthest West gate) on Fairmount Ave.**
- **Cars will follow the car line in a circle through the parking lot.**
- **Once cars reach the Drop Off/Pick Up Zone, children may exit (drop off) or enter (pick up) the car.**
  - Safety Patrol members and Staff members will be present each day to open car doors and walk students safely to and from their class lines.
- **Cars will proceed through the Exit Gate (farthest East) on Fairmount Ave.**

  Please note:

  *****Children will not be allowed to exit or enter the vehicles until they are in the "Drop off/Pick Up Zone"

  *Parents/Guardians may not exit vehicles when utilizing the Drive Through Car Lane. All parents/guardians who wish to exit their vehicle must utilize the parking spots (option 2).

Option 2: Parking

- **Parking Spots are available perpendicular to the school and parish on Fairmount Ave.**
- **All parents/guardians wishing to park may use these designated spots.**
- **All who utilize the parking spots must accompany their children to and from their class lines.**

  Please Note:

  *****Children may not walk unaccompanied from the parking spots. All parents wishing to drop off or pick up children without exiting their vehicle must utilize the Drive Through Car Lane.

  *Parents and students must always utilize the School door on the playground (Door 10) during drop off. The Parish front doors will not be available for drop off in the morning.

Thank you for adhering to our Drop off and Pick Up Procedures! These procedures are in place for the safety of all of our students.

Staff Support for Safety

Staff members are posted on the parking and moving traffic areas to encourage drivers to follow St. Agnes drop-off and pick-up procedures.

Student Support for Safety

Students in grades 6, 7, and 8 may volunteer to serve on our Safety Patrol. These students serve from 7:30-7:50 AM and 2:45-3:00 PM. They are stationed on the playground to encourage fellow students to follow St. Agnes drop-off and pick-up procedures.

Walking/Bike Riding to and from School

Students who walk or ride their bike to and from St. Agnes School may do so only with the permission of their parent or guardian with the permission documentation on file in the school office. Students who walk are to use the public sidewalks and cross safely at designated crossing areas. Students who ride their bike are to follow all bicycle safety rules as prescribed by the Wisconsin Department of Transportation. Students walking or riding their bikes after school must wait to be dismissed from the east half of the playground when it is deemed safe for them to leave the St. Agnes School property.

Admissions

St. Agnes School respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

St. Agnes School respects the dignity of the child. Race, color, national origin, ethnicity, sex, disability, nor any other forms of discrimination shall prevent a child from being accepted into St. Agnes' school or religious education programs.

St. Agnes School offers programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. St. Agnes School shall not be a refuge for parents/students who seek to avoid integration in the public schools.

Families are admitted into the school community when on the basis of a personal interview the principal or designated authority judges the interest and motivation to be in accord with the highest order of Catholic education.

All students successfully enrolled in a Catholic school are expected to be full time (1.0 FTE) students, i.e. in attendance every day and participating in every course of study the school offers.

All students are on probation during the first calendar year of their attendance at St. Agnes School. A screening process is in place for all new students entering the school. During the first year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. Students who enter St. Agnes School from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.

All students are subject to the policies and procedures of the Catholic school in which they are enrolled at as specified by the Catholic school.

The decision of the principal is final.

In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:

- To all children currently enrolled
- To children of families with siblings currently enrolled in school
- To children of parishioners (in case of a parish school)
- To children from other Catholic parishes
- To children of other religious affiliation

St. Agnes School participates in the Wisconsin Private School Choice Programs and must adhere to the admissions policies and procedures of the program in which the school participates. The applicable programs are:

- Milwaukee Parental Choice Program
- Wisconsin Parental Choice Program

In the development of preferential options in the tradition of our Catholic Social Teaching, St. Agnes School has a financial assistance program available for families in need.

St. Agnes School shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.
Based on policy 5110 of the Archdiocese of Milwaukee ADOPTED: 2/2/1976; REVISED: 8/4/2023

Non-Catholic Students
St. Agnes School welcomes students and families of all different faith traditions.

All students, regardless of faith tradition are expected to:

- Attend and respectfully participate in all liturgical celebrations
- Attend and participate in all religion classes

*Students in second grade will participate in the religion curriculum, including first sacrament preparation. Non-Catholic students will not receive the sacraments at the end of the preparation.

Additional admission policy statements
All students accepted into St. Agnes School are expected to comply with the rules and procedures of the classroom and school. If students do not comply with the classroom and school rules, appropriate disciplinary measures will be taken and/or another educational setting may be recommended for the student.

Admissions to Kindergarten (3, 4, and 5 yr. old) and First Grade
Upon admission to kindergarten or grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable. Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file.
A school staff member will view a birth certificate to verify and record the child's date of birth on a school admission form.

- No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply. Each school shall establish procedures, conditions, and standards for exempting a child from the requirement to complete kindergarten prior to admission to first grade.
- Children entering 3K, 4K, 5K, and 1st grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

Based on policy 5111 of the Archdiocese of Milwaukee ADOPTED: 12/15/1987; REVISED: 8/28/2015

Early Admission into Kindergarten and First Grade
The State Statutes provide for admission of special cases into first grade. Wis. Stat. 115.28(8) states, "The State Superintendent shall prescribe procedures, conditions, and standards under which

admissions to kindergarten and first grade may be made at ages earlier than those specified in Wis. Stat. 118.14 in exceptional cases."

In Catholic schools, children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

St. Agnes participates in the Wisconsin Private School Choice Programs and therefore must adhere to the admissions policies and procedures of the program and therefore may not admit under-age students to kindergarten or first grade.

It should be understood that only parents with children whose birthdays fall prior to December 1st but after September 1st may apply for early admission. The procedures for admission of underage children are as follows:

- The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
- The principal informs the parent of the acceptance or denial of enrollment decision.
- Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situations, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

Based on policy 5111.1 of the Archdiocese of Milwaukee ADOPTED: 2/8/1985; REVISED: 7/15/2019

Enrollment of Children with Exceptional Educational Needs

St. Agnes welcomes children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into St. Agnes, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled only if a program and resources are available at St. Agnes to meet the student's special needs. Admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations. If the student's needs are beyond the ability of the school to meet with reasonable accommodations, the parent will be referred to determine if the child is eligible for services. St. Agnes reserves the right to terminate enrollment if it is determined that information pertaining to a child's special needs was not disclosed during the registration process. The final decision for admission, instruction, and retention of any student rests with the principal/administrator. Administrators will give careful consideration to the admission of students with special needs, but are not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Based on policy 6164.3 of the Archdiocese of Milwaukee ADOPTED: 7/31/2014; REVISED: 7/28/2015

Meeting Financial Obligations

"Do not store up for yourselves treasures on earth, where moth and decay destroy, and thieves break in and steal. But store up treasures in heaven, where neither moth nor decay destroys, nor thieves break in and steal. For where your treasure is, there also will your heart be."

Matthew 6:19-21

Tuition for Grades K 3

Parish and Non Parish 1 child	$4,000

Tuition for Grades K 4 - 8th Grade

Parish 1 child	$3,400
Parish 2 children	$5,950
Parish 3 children	$7,650
Parish 4 children	$8,840
Non Parish (Per Child)	$5,000

The price of tuition includes the cost of the automatic electronic payment program called FACTS. Families who elect to pay the entire cost of tuition on or before the 2022-2023 Organization Day, will receive a discount of $50.00 from the tuition cost printed above.

Tuition Agreement

All families enrolling a student at St. Agnes School will sign a tuition agreement. A copy of the tuition agreement will be given to the family and the original will be kept on file at St. Agnes School in the enrollment office. Tuition and fees for the 2020-2021 school year must be paid in full before the 2021-2022 year. Tuition and fees for 8th grade students for 2021-2022 school year must be paid in full prior to 8th grade graduation.

Paying for Tuition at St. Agnes School

Families may choose one of the following methods of payment.

- Payment in full, on or before the 2022-2023 Organization Day
- Payment by installments through the FACTS payment system.
- Application and acceptance into the Wisconsin or Milwaukee Parental Choice Program. If family status in a Parental Choice Program changes, the family is subject to appropriate tuition costs.
- K3 - bi-weekly billing is available

Tuition Assistance

St. Agnes School and Parish offers a tuition assistance program called Tuition Angels for families who need help in meeting tuition obligations. Funds for Tuition Angels are donated by parish members and patrons of St. Agnes School. Interested families should request, complete and submit a Tuition Assistance Application Form to the principal. The pastor and principal alone have access to the names and financial information supplied by families applying for aid. The funds afforded families is determined by the principal and pastor. Individual arrangements should be made with the principal and pastor for unusual circumstances such as seasonal employment, family illness, etc. A review of tuition arrangements is made on a yearly basis. Families receiving tuition assistance should participate in all appropriate tuition reduction opportunities.

Tuition Refunds

Any family that leaves St. Agnes School during the school year shall have any paid, but unused, portion of their tuition refunded on a prorated basis.

St. Agnes Parish Delinquent Payment Policy

Effective January 1, 2016

1. When any payment due has not been received by month end, a phone call will be made to the parent(s) or guardian(s) by the Parish Bookkeeper.
2. When a payment is past due after 45 days, the Business Manager will send a letter to the parent(s) or guardian(s) requesting that the parish office be contacted to set up a payment plan.
3. If payments are in arrears at the end of the current semester, students will not be eligible to participate in extracurricular activities (such as, but not limited to Athletics or Drama Club). That is, if payments are in arrears at the end of the first semester, participation will not be allowed in the second semester. If payments are in arrears at the end of second semester, participation will not be allowed as soon as the school year is completed, and in the first semester of the new school year.
   If payments do not remain current according to the payment plan, participation in activities will be suspended. When payments are current, participation may resume.
4. If the financial obligation to St. Agnes is not met, registration for the following year will not be accepted.
5. **Legal Action –** Whenever the outstanding balance exceeds $500 and no payment plan is in place, legal action to collect the balance due will be considered.

   The relationship between St. Agnes Parish and the Archdiocese is based on policy #2100 of the Archdiocese of Milwaukee ADOPTED: 7/1/1987, revised 7/8/2016

Parent/Guardian Responsibilities

"Certainly children are a gift from the Lord, the fruit of the womb, a reward."
Psalm 127:3

Each family is asked to volunteer a minimum of 10 hours per school year. Being an active member of a committee (Home and School, Athletics, or School Advisory) waives your family hours.

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. St. Agnes School will demonstrate respect and support for parents in the education of their child. St. Agnes School will comply with Archdiocese of Milwaukee policy 1312: Rights and Responsibilities of Parents.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the St. Agnes handbook and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

<u>Living our Catholic Values</u>

Within our school community, there is a fostering of Catholic values that includes living our faith through the example of St. Agnes in our attitudes, care of others, and service. Families, students, and staff abide by the Deacons Code as follows:

- D Disciples of Jesus Christ
- E Excellence in academics
- A Attitude of gratitude
- C Care and respect for God's creation
- O One family including everyone
- N Noble leaders
- S Service to others

<u>Supporting the Mission of Catholic Education</u>

- Foster Gospel values in the daily activities of your family.
- Pray as a family and attend weekend liturgy.
- Continued awareness of your child's academic, social, and moral progress.
- Attend school-related meetings, conferences and functions.
- Accept opportunities to volunteer 15 service hours per year. The service hours can be volunteered through participation in school or parish activities and functions. Watch the weekly newsletter for service opportunities.
- Stay current with information in the Friday Flyer newsletter, communication from the classroom teachers, and in the Student and Parent Handbook.
- Support the staff, mission, and policies of St. Agnes School.
- Fulfill all financial obligations to St. Agnes School and Parish Community.

- If a concern arises, first take the concern to the teacher. If an appropriate solution is not reached, then take the concern to the principal. If a satisfactory solution is still not achieved, take the concern to the pastor.
- Welcome new community members and help them get acquainted with others.
- Support the St. Agnes Home and School organization with attendance and active participation.
- Support the Parish Council, the School Advisory Committee (School Council) by reading communications, discerning possible participation, serving as a volunteer, and through prayer.
- Home and School is a vital and active committee at St. Agnes School. Participants are innovators, coordinators, the creative spark, sounding board and a guiding light for our school. Those interested in school involvement will want to attend their 6:00 p.m. meetings on the second Monday of each month.
- Support the Athletic Board and committee by volunteering your time and talents. The Athletic program is a vital aspect of our school community. Parent volunteers are crucial.

Parent/Student Complaints Concerning Parish/School Personnel

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there is a process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the teacher with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the principal, generally within ten days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The principal will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/liaison may convene the parties in an attempt to reconcile the concern.
- The pastor/liaison may contact the appropriate archdiocesan office for assistance in reconciling the concern.

- The pastor/liaison may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School,and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

Based on policy 1312.1 of the Archdiocese of Milwaukee ADOPTED: 8/5/2022; REVISED: 7/2/2020

Ways to Support St. Agnes School

> *"You have been told, O mortal, what is good, and what the LORD requires of you: Only to do justice and to love goodness, and to walk humbly with your God."*
>
> Micah 6:8

- Advise students in an extra-curricular activity
- Be a Tuition Angel
- Bring donations of food, snacks or beverages for school events
- Call another parent and extend an invitation to anything
- Chaperone an event
- Coach an extracurricular activity
- Contribute plates, napkins, cups for school events
- Duplicate, collate or laminate classroom materials
- Enlist as a supervisor in the lunchroom
- Go to a St. Agnes dines out event
- Help out as classroom volunteer
- Participate as a member of Home and School committee
- Pitch in as a playground volunteer at recess
- Pray for us
- Pray with us at All School Mass
- Put away tables and chairs after a school program or event
- Put up bulletin boards and displays
- Read to students
- Share your special interest or talent
- Sign up to be a Room Parent
- Support the coach or advisor of an extracurricular activity
- Take photos at school events
- Thank another parent or guardian who volunteers at school
- Tutor students
- Discern to become a member of St. Agnes School Advisory Council member

2025-2026 Calendar



St. Agnes Catholic School
12801 W. Fairmount Ave.
Butler WI 53007
262-781-4996

2026-2027 SCHOOL CALENDAR

AUGUST

M	T	W	T	F
03	04	05	06	07
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	01	02	03	04
07	08	09	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
			01	02
05	06	07	08	09
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
02	03	04	05	06
09	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	01	02	03	04
07	08	09	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	T	F
				01
04	05	06	07	08
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
01	02	03	04	05
08	09	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
01	02	03	04	05
08	09	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	T	F
			01	02
05	06	07	08	09
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
03	04	05	06	07
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	01	02	03	04
07	08	09	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

JULY

M	T	W	T	F
			01	02
05	06	07	08	09
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Notable Calendar Dates

August 27- First Day of School
August 27, 28-(Half Day K3&K4)
September 7- No School Labor Day
October 2- No School Teacher in Service
October 21,22- Parent Teacher Conferences
October22-Half Day Early Release 11:30
October 23-No School
November 25- Half Day Early Release 11:30
November 26,27- Thanksgiving Break
December 18- Half Day Early Release 11:30
December 21-Jan 1-Winter Break
January 18- No School Teacher in Service
February 24,25-Parent Teacher Conferences
February 25-Hald Day Early Release 11:30
February 26-No School Teacher in Service
March 25-Half Day Early Release 11:30
March 26-April 2-No School Spring Break
April 30-No School Teacher in Service
May 3-No School
May 28- No School Teacher in Service
May 31- No School Memorial Day
June 4- K3,K4 K5 & 8th Grade Last Day
June 7- Kinder Celebration
June 8- 1st-7th Last Day

Catholic Schools Week
January 31-Feburary 6

St. Agnes School

2026-2027

Parent/Student Handbook Receipt



I hereby acknowledge that I have saved the PDF file of the 2026-2027 St. Agnes Parent/Student Handbook. I agree to promote the philosophy and abide by the policies and regulations stated therein.

_____ _____

Family Name (Please print) Date

Parent/Guardian Signature Student Signature

_____

_____

_____

St. Agnes School