

2023-2024

# Student/Family Handbook

Burlington Catholic Grade School - St. Charles Campus  
449 Conkey St  
Burlington, WI 53105  
262-763-2848  
[www.ourbcs.org](http://www.ourbcs.org)

Burlington Catholic Grade School - St. Mary Campus  
225 W. State Street  
Burlington, WI 53105  
262-763-1515  
[www.ourbcs.org](http://www.ourbcs.org)

*Father James T. Volkert, Pastor*

*Father Ryan Ackmann, Associate Pastor*

*Mrs. Emily Berg, Burlington Catholic Principal*

*Mrs. Cheryl Naber, Burlington Catholic Assistant Principal*

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## INTRODUCTION

**This Parent and Student Handbook should serve as a resource for you to know and understand better the policies, guidelines and informational items relating to your school. The following policies and procedures were instituted to provide the students of Burlington Catholic School with a safe and comfortable Catholic environment in which to receive a quality education. These policies and procedures are in accordance with the policies of the Milwaukee Archdiocese. As with all policies and procedures, the school administration reserves the right to make the final judgment in any situation. All decisions will be made with the best interest of everyone involved. In accordance with the Archdiocese of Milwaukee, Burlington Catholic School reserves the right to amend this handbook for just cause with sometimes very little notice. BCS will share any changes with you as soon as we can.**

**Please keep this Handbook in a convenient location so you will be able to use it as a reference throughout this school year.**

**If you have any questions, please contact Mrs. Emily Berg, Burlington Catholic School principal.**

*Burlington Catholic School is the tri-parish school of St. Charles Borromeo, St. Joseph in Lyons, and St. Mary Immaculate Conception. It is part of the Archdiocese of Milwaukee, which is comprised of 94 elementary schools and 15 secondary schools serving approximately 32,000 students in Southeastern Wisconsin. The principal is delegated by the Pastor, Board of Trustees, and Board of Directors as the chief administrative officer of the school. The principal executes policies of the local tri-parish as well as Archdiocesan policies and regulations. Schools in the Archdiocese are accredited through the Archdiocese of Milwaukee on a seven year cycle and Wisconsin Religious and Independent Schools Association (WRISA) annually.*

### ***MISSION STATEMENT***

Burlington Catholic School is a faith-filled community that is centered on Jesus, committed to nurturing the development of academic excellence, and dedicated to serving others.

### ***PHILOSOPHY***

Burlington Catholic School provides parents and parishes the opportunity to create a Catholic Christian learning environment that will foster the growth and education of the whole child.

### ***VISION AND VALUES***

The vision and values embraced by Burlington Catholic are:

- Modeling Christian values in words and actions
- Sharing the faith traditions of the Catholic Church
- Building respect for self and others
- Becoming responsible, respectful citizens
- Inspiring life-long learning
- Developing well-rounded individuals
- Reaching out to others in service

The mission statement, philosophy, and goals will be reviewed annually by teachers and the Board of Directors.

## 2023-2024 BURLINGTON CATHOLIC SCHOOL STAFF

### ***PROFESSIONAL STAFF***

Pastor	Father James T. Volkert
Associate Pastor	Father Ryan Ackmann
Principal	Mrs. Emily Berg
Assistant Principal	Mrs. Cheryl Naber
Business Manager	Mrs. Jennifer Ketterhagen
3-Year-Old Kindergarten	Ms. Deb McCue
4-Year-Old Kindergarten	Mrs. Kathy Pinter; Mrs. Jennifer Sondej
5-Year-Old Kindergarten	Ms. Heather Askin; Mrs. Tracy Mann
First Grade	Mrs. Lisa Goertz; Ms. Kaitlyn Gray; Ms. Miranda Meyers
Second Grade	Mrs. Maria Ferlindes; Mrs. Patrice Letsch
Third Grade	Ms. Krysta Dittmar; Mrs. Peggy Groell
Fourth Grade	Mrs. Debbie Heiligenthal; Mrs. Emily Ploch
Fifth Grade	Mrs. Trinie Laplander; Mrs. Doreen Vande Velde
Sixth Grade	Mrs. Sonja Bingen; Mrs. Pam Kramer; Mr. Scott Schlesner
Seventh Grade	Mrs. Michelle Chase; Mr. Peter Pappa
Eighth Grade	Mrs. Sandi Bieneman; Mr. Tom O'Mara; Mr. Michael Yopp
Physical Education	Mr. Joseph Spierenburg (K4-3); Mrs. Di Wiemer (4-8)
General Music	Mr. Joey Tomaska (K3-3)
Choir	Ms. Parish Barker (4-12)
Band	Mr. Lance Uttke (5-12)
STEAM	Mr. Michael Yopp (K4-8)
Spanish	Futura
K3 Full Time Aide	Mrs. Carole Blase
K4 Full Time Aide	Mrs. Amanda Bero; Mrs. Nicole Delimat
K5 Full Time Aide	Mrs. Julie Wargolet
K5 Part Time Aide	Mrs. Marta Hefty
K5 Part Time Aide	Mrs. Mackenzie Hewitt
4-8 Full Time Aide	Mrs. Beth Reed
K3-3 Math Support	Mrs. Dianne Vetter
K3-3 Reading Support	Mrs. Shannon Herda
4-8 Math Support	Mrs. Michelle Smith
Title One (K-5)	
Speech Teacher (K-8)	Mrs. Abigail Wallace

*All teachers and administrators have academic degrees for their particular assignment.*

### ***SUPPORT STAFF***

(K-3) Full Time Secretary	Mrs. Mara Orozco
(4-8) Full Time Secretary	Mrs. Darla Sekeres
IT Specialist	Mr. David Naber

Custodial Staff	IEM Company
Hot Lunch Coordinators	Laura Flores (K3-3); Carol Robers and Suzy Bittman (4-8)
Hot Lunch Staff (K-3)	Chris Ehlen; Beth Lynch
Hot Lunch Staff (4-12)	Laurie Hynes; Terry Willms; Mary Streblow; Jamie Naber

### ***BURLINGTON CATHOLIC SCHOOL BOARD***

The Board of Directors consists of members of St. Mary, St. Charles and St. Joseph parishes. The executive committee consists of Chair Kendra Gabriel, Vice Chair Tim Richter, Treasurer Jessica Sippel, and Secretary Brooke Beck. This executive committee is supported by Board members Mark Magnuson, Alison Pedone (athletic representative), William Dinegan, Greg Amborn, and Tri-Parish Council Liaison Peggy Wettengal. Non-voting members include principal Emily Berg, assistant principal Cheryl Naber, business manager Jennifer Ketterhagen, trustees from the Board of Trustees (representatives vary at each meeting), and Fr. James T. Volkert. Members of this board serve terms of 3 years. Those who wish to join our school board must be voted in by the Board of Trustees.

### **BURLINGTON CATHOLIC SCHOOL COMMITTEES**

Burlington Catholic School has many different committees that we encourage all families to prayerfully consider joining.

### ***HOME AND SCHOOL ASSOCIATION***

As its mission, the primary objectives of Burlington Catholic Home and School Association shall be to: increase communication and cooperation between parents and educators in order to provide the best Catholic education for each child, coordinate the spiritual and educational forces of the home and school, offer, through enrichment programs, unique learning experiences for students, and information of particular interest to parents, encourage the maintenance of high standards in family life and academic life, create a greater appreciation for Catholic education, promote cooperation between all approved Archdiocesan organizations working for the advancement of Christian education in Catholic homes and schools. The Home and School Association assists in providing volunteer support and educational and enrichment programs for the students, faculty, and families of the school. Home and School meets the second Tuesday of each month at 6:00pm.

### ***DEVELOPMENT AND ENDOWMENT***

The Development committee is one of our newest committees. They coordinate various bigger events - specifically the Blue Jean Ball fundraiser.

### ***BURLINGTON CATHOLIC SCHOOL ATHLETIC ASSOCIATION***

Burlington Catholic Athletic Association exists to provide students the opportunity to participate in various extracurricular athletic programs as well as to support the needs of our school athletic program.

The objectives of this committee are:

- to promote athletic activities
- to provide financial support for athletic activities
- to encourage athletic participation and good sportsmanship
- to instill the concept of team play
- to emphasize the individual's responsibilities as a team member

The association is self-sufficient and creates/maintains its own budget. Funds are generated through fees, concession profits and fundraisers. Burlington Catholic School Athletic Association meets on the third Thursday of every month at 7:00 pm during the school year. Officers of the Athletic Committee meet in executive session when needed. All Burlington Catholic parents are considered part of the Burlington Catholic Athletic Association and are welcome to attend Athletic Committee open meetings. Please contact Athletic Directors Tyler Galstad and Tom O'Mara ([AD@ourbcs.org](mailto:AD@ourbcs.org)) with questions.

### ***BURLINGTON CATHOLIC SCHOOL GROWING TREE***

*The Growing Tree* is a sculpture which embodies the reverence for life. The sculpture is on display at the entrance of Burlington Catholic School: St. Mary Campus. *The Growing Tree* will recognize those who financially support Catholic education now and in the future. *The Growing Tree* is a group of individuals, families, and businesses with a vested interest in the growth of Catholic education. To keep the quality of education at BCS among the best in the region, we must continue to keep up with advancing technology and curriculum demands. The future of our great school is dependent on continuous fund raising efforts by everyone with a vested interest in BCS. For additional information about The Growing Tree or other ways in which to support Burlington Catholic School, please call us at (262) 763-1515 or (262) 763-2848.

### **ADMISSION (5110)**

Burlington Catholic School is in operation to serve the parish members of St. Mary, St. Charles and St. Joseph and those families wishing to fully participate in a Christian program of spiritual and academic growth for their children. Burlington Catholic 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 Burlington Catholic School and parish communities in a cooperative relationship.

Burlington Catholic School respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs. BCS will reserve the right to deny admission to, or accept with conditions, students with exceptional physical, emotional or educational needs. The principal with the support of the Burlington Catholic Board of Directors will have the right to accept or deny admittance to students, depending upon the reason for transfer, in order to maintain school standards.

Parents must complete all registration forms. In addition, parents may be required to submit all current information regarding the student's needs. Student records from prior schools must be submitted to the school office. The school, further, will expect that all students and families will accept and participate in the religious mission and training, which is part of the parish school's function, whether or not they are practicing Catholics. School families are expected to support the school through tuition payments, parish stewardship and through participation in needed projects, organizations, parish and school service, and all fundraising for school improvement and educational enrichment. All students must meet Wisconsin immunization requirements. The principal may request a report card, permission to call the student's present school, schedule an interview with all enrolling families and students prior to accepting registration. New students may be tested to assure they are ready for the grade they are enrolling in. Students registering in grades 4-8 may be asked for a letter of reference from the former teacher or administrator.

The Catholic schools offer 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. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

1. Families are admitted into the school community when on the basis of a personal interview the principal judges the interest and motivation to be in accord with the highest order of Catholic education.
2. **Probation** - All students entering Burlington Catholic School will be considered on probation through the first full school year (beginning the first day student begins), pending receipt and examination of records, and observation by teachers. During the probationary period the teachers and the administrator will determine whether the student can function successfully within the school's program. In the event of suspected exceptional educational needs, the school reserves the right to request referral for testing through the local school system. In the event of discovery that the school cannot serve a student, the decision of the administrator, in consultation with the Pastor, shall be final.
3. 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
4. Burlington Catholic School participates in the Wisconsin Parental Choice Program and must adhere to the admissions policies and procedures of the program in which the school participates.
5. In the development of preferential options for the poor, Burlington Catholic School has many

different financial assistance programs available for students from low income families.

6. All schools 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.

***ADMISSION TO THREE-YEAR-OLD KINDERGARTEN, FOUR-YEAR-OLD KINDERGARTEN, FIVE-YEAR-OLD KINDERGARTEN, AND FIRST GRADE***

- Three-Year-Old Kindergarten (Part time or full time)
  - 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.
- Four-Year-Old Kindergarten (Part time or full time)
  - 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.
- Five-Year-Old Kindergarten
  - 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.
- First Grade
  - 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.

**REGISTRATION/TUITION**

All parents must register their students using the Power School Registration program. Please enter all information accurately! There are two rounds of paperwork - initial registration begins in late January and then the Information Update to follow. Once the initial registration paperwork is complete, every year following, BCS will only require the Information Update.

- Non-refundable Registration fee for families: \$100
  - Fee is applied directly to tuition for new and current families that register on or before March 15. Any families that participates in the Wisconsin Choice Program will not be charged the registration fee.

***Information Update***

Parents must keep the office informed concerning changes in marital status, address, phone number, employer, and emergency contacts. In addition, if there are changes in the transportation after school, the teacher must be notified by written note, otherwise the child will be sent the usual way.

***Tuition***

All families must pay tuition using our FACTs program. You must set up an account using the information provided in your welcome back letter.

## 2023-2024 Tuition Rates

### K3 Preschool

# of Days	Partial Day (11:15am pick up)	Half Day (1:00pm pick up)	Full Day (2:55pm pick up)
2	\$2,380	\$2,563	\$2,746
3	\$2,746	\$2,929	\$3,112
4	\$3,112	\$3,295	\$3,478
5	\$3,295	\$3,478	\$3,661

### K4 Preschool

# of Days	Half Day (1:00pm pick up)	Full Day (2:55pm pick up)
3	\$2,929	\$3,112
4	\$3,295	\$3,478
5	\$3,478	\$3,661

### K5-8th

# of Students	Rate
1	\$3,661
2	\$6,724
3	\$8,616
4	\$8,927
5+	\$9,157

## ATTENDANCE

### *Absence/Tardiness (5112)*

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages 6 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 6 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.

It is important that we know where your child is. Please call the school office on the day of the student's absence **before** 8:00 am:

- St. Charles Campus - 262-763-2848; [morozco@ourbcs.org](mailto:morozco@ourbcs.org)
- St. Mary Campus - 262-763-1515; [dsekeres@ourbcs.org](mailto:dsekeres@ourbcs.org)

Parents or legal guardians are required to provide the school with the reason for their child's absence. If students enter school after 10:00am but before 11:30am, they are considered a half day absence. If a child comes to school after or leaves before 11:30am, this is considered a full day absence. Anything between 8:00-10:00 (St. Mary campus) or 8:10-10:00 (St. Charles campus) is considered tardy.

**\*\*In following our safety plan, if your child is coming in late, you must walk them to the door and then students will enter the building and stop in the office to check in. It is helpful to call the offices ahead of time if your student will be late!**

Burlington Catholic School with guidance from the Archdiocese of Milwaukee has established the following guidelines for attendance:

- Parameters for Excused Absences:
  - Personal illness (if over two days, a doctor's note may be required).
  - Family emergencies or crises
  - Attendance at a funeral or religious service
  - Medical and/or legal appointments
  - Severe weather when school is not officially closed
  - Some family vacation\* (see family vacation for more details)
- Parameters for Unexcused (truant) Absences:
  - These include but are not limited to:
    - Working, babysitting, car trouble, oversleeping, running late, or missing the bus
  - Family vacation\* (see family vacation for more details)
  - Not calling students in and/or keeping students home for a more than 2 days without a doctor's note
- Tardy:
  - School begins at 7:55am (St. Mary Campus) and 8:05am (St. Charles Campus). Students will be welcomed into the building at the time and have 5 minutes to unpack and enter their classroom for announcements. Students who enter the building after 8:00 (St. Mary Campus) and 8:10 (St. Charles Campus) are considered tardy.

### ***Excessive Tardy / Absence***

It is crucial that students are at school on time and ready to learn. It is the parents responsibility to make sure students get to school on time. If students exceed 5 tardies / unexcused absences in a

trimester, they are considered truant. Written notification will be sent to the parents after the fifth tardy/absence. Students are considered habitually tardy or absent after 10 days in an entire school year. A second notice will be sent home at this time and authorities may be contacted.

### ***Absent Homework Policy***

The absentee is always at a disadvantage since it is impossible for teachers to repeat the experiences that occurred during their classes. **A student who is absent will be given missed work upon his/her return to school.** When a student is absent, however, teachers will do all they can to help the student by assigning the work done during the period of absence with suitable assistance. Pupils are expected to complete these assignments and will be held accountable for them when they return to school. For every day of absence, one day will be given to complete the missed work which does include weekend days (i.e. if a child misses two days of school, they will have two days to complete the work, and it should be turned in on the third day). In grades 6-8, it is the student's responsibility to make arrangements with the teacher to get assistance if needed outside of the school day either before or after school. Work will only be sent home in the event that a student is sick for three consecutive days.

### ***Family Vacation***

Burlington Catholic School encourages all families to take vacations during the scheduled breaks such as Fall, Thanksgiving, Christmas, Spring, Easter, and Summer. However, we understand that this may not always be possible. In the event that a family chooses to take a trip outside of the scheduled vacation times, parents must notify the school office and their child's classroom teacher as soon as possible, but no later than two weeks prior to the trip. Teachers will not send work ahead of time - a teacher's weekly lesson plan schedule changes daily based on the students. Sending work home ahead of time may cause one's child to complete work not that ends up being unnecessary. Teachers will keep track of what the student(s) miss while on vacation and provide that work upon the students' return. Students have the amount of days they were absent to make up the missed work (see absent homework policy). Family vacations under 3 days in length are considered excused absences as long as the office is notified. After 2 days, the remainder of the trip will be considered unexcused. Reminder that students may NOT join virtual learning while on vacation.

### ***Absent - After School Activities***

Students who are absent from school cannot participate in the evening's activities which include but are not limited to sports (practice or game), drama, and scouts. Students are welcome to still attend the evening activities if feeling better/available, but are not allowed to participate. If the absence falls on a Friday, it is at the discretion of the coach / director / leader to decide if the student may participate Saturday or Sunday.

## ***DAILY CLASS SCHEDULE***

### **St. Charles Campus**

8:05	1st Bell - Students report to classrooms
8:10	Classes begin (Tardy after this Bell) - All school prayer/announcements
10:50-12:15	Lunch/Recess (Classroom times vary)
2:45	Final announcements / prayer

2:55 Dismissal

### **St. Mary Campus**

7:55 1st Bell - Students report to classrooms  
8:00 Classes begin (Tardy after this Bell) - All school prayer/announcements  
11:40-12:30 Lunch/Recess (Classroom times vary)  
3:00 Final announcements / prayer  
3:05 Dismissal

### **DETAILED MORNING DROP OFF / AFTERNOON PICK UP**

#### ***St. Charles Campus - AM***

- Students can arrive as early as 7:45am - this is when our first teacher will be on duty for supervision.
- Students should wait in their designated areas outside until their teacher brings them in at 8:05.

#### ***St. Charles Campus - PM***

- Students will be released at 2:55pm.
- For the safety of all students, parents are respectfully asked to use the car line until further notice. If one cannot use the carline, parents must wait outside of the gate on Kendall street and students will walk to you. If they are walking home, please let the office know in writing.
  - We want your students to stay safe! If you choose to park, please make sure you are not blocking buses, driveways, or other vehicles. We also ask that you use the cross walks if you need to cross the street.
- After Care - students will be released to the cafeteria at the end of the day
- Bus - students will wait in the main hallway / breezeway with the teacher in charge; teacher will walk students to the bus

#### ***St. Mary Campus - AM***

- Students can arrive as early as 7:35am
- Students should wait in the fenced in parking lot until the bell rings at 7:55 and teachers release you to enter the building; Please do not play on the playground equipment

#### ***St. Mary Campus - PM***

- Students will be released at 3:05pm.
- Parents should park on Randolph street and wait in their car for students to come to them. If parents wish to walk up and get their student, please park on any of the other side streets.
  - No one may park in the teacher parking lot or on State Street in front of school as this is where buses pick up the students.
- Bus / After Care - students will wait in the cafeteria and be released by the teacher in charge

### **ACADEMIC ACHIEVEMENT POLICY**

Academic achievement is determined by overall progress in six subject areas. These areas are defined as religion, mathematics, reading, language arts, social studies, and science. Music/choir, band, Spanish, art, and physical education are also taken into consideration. Teachers along with Learning

Support staff will work with the students in a given classroom at their individual level to help them be successful.

***Student Promotion and Retention (5123):***

Acceleration or Retention of a student may be done judiciously as a final option after considering the many factors affecting acceleration or retention. A student's chronological age, intellectual ability, physical size, present grade placement, peer relationships, and siblings must be factored into a decision about whether the acceleration or retention will help or hinder a child.

- Retention: When retention seems likely, parents are contacted several times during the year. There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years. Final decisions on retention will rest with the principal with guidance from the classroom and learning support teachers.
- Promotion: Acceleration of a student is rarely done for all subjects. Students who show mastery of all standards in a given class may be accelerated to a class above for a given subject once all other in class differentiation has been done, and all parties agree it is the right decision for the child.
  - Teachers reserve the right to require certain qualifications to accelerate into a class such as additional summer work and/or an entrance exam. Parents will be notified of all requirements ahead of time.

**ACADEMIC PURSUIT**

Academic Pursuit is an annual competition that allows the students of Burlington Catholic School to demonstrate many of their skills and knowledge. It is designed to encourage and support the academic efforts of the young people in this school. Each child in grades 4-8 tries out for the opportunity to represent their class. Academic Pursuit welcomes your support of your child's academic effort. Students in grades 6-8 are also eligible to compete for positions on the school traveling team. \*\*Due to Covid, we are currently not participating in any activity that requires large groups of people in one room. BCS will keep you updated on any changes as they come.

**ACCEPTABLE USE OF TECHNOLOGY (6161.2)**

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 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 online before being permitted access.

Violations will result in a loss of access to computer technology and may result in 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.

If students violate any portion of this policy, consequences are as follows:

- First Offense: Two weeks without technology access (or more depending on the severity of the offense) and note to the parent that must be signed and returned
- Second Offense: One month without technology access (or more depending on the severity of the offense) and a mandatory parent meeting
- Third Offense or more: Entire trimester (or more depending on the severity of the offense), a mandatory parent meeting, and before or after school detention.

**\*\*Please note - if student loses technology privileges, that student is still required to do all work assigned. If technology is needed, they must do the work at home or handwrite all work / use library resources.**

### ***Lost, Stolen, or Damaged School Device***

If a student loses their school device (lost or stolen), damages it to the point of needing to replace parts, or completely breaks it, the parent / student is responsible for the full cost of the replacement. BCS recently purchased new Chromebooks for many students, however, if

### ***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/school's intended use of a social networking site. Parents must be invited to have access to this site.
  - 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 regularly monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
  - Users will treat information, sources, subjects, 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.

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 principal regarding inappropriate use of social media is final.

### **ACCIDENTS & ILLNESSES**

If your child becomes ill or injured at school, we will make every effort to notify parents/guardians immediately. The school needs to know how to reach parents quickly in order to handle emergency situations. **We ask that all parents have current and up to date emergency information for each child on file at the appropriate campus.** This information is gathered through Power School Registration and is kept on file so that you can be contacted immediately. You will be asked to take your child home or to a doctor for medical attention if needed. **See the Illness Policy for further information.** If emergency treatment is required, your completion of the Student Medical form enables us to call a doctor and/or ambulance should we need to act quickly. The expense of the doctor or ambulance is the responsibility of the parent. We need current information at all times.

## EXTRA CURRICULAR ACTIVITIES

Participation in athletics, drama, scouts, and any other BCS extra curricular activities is a privilege that carries with it responsibilities. Academics and behavior take priority over any extra curricular activity. Participation in any BCS extra curricular activity is dependent upon the participant maintaining good grades and good behavior in school.

The following criteria will be used to determine the academic and behavior eligibility of Burlington Catholic student extra curricular activities:

- Student must consistently show solid effort in all classes
- Have minimal missing work
- Be in attendance on the day of the event including practice or game - if absent on a Friday, it is at the coach / leader's discretion to allow a student to participate on Saturday or Sunday.
- Show positive, respectful behavior in class, in the lunch room, and on the playground
  - PBIS - no majors / after school detention
  - Teachers reserve the right to contact coach/leader along with the parent if behavior or work ethic becomes a problem

Students must also realize that their behavior may have an impact on their eligibility to participate in activity. The following are reasons for behavioral ineligibility:

- A student causes a serious behavioral incident or consistently disobeys school rules and/or disrespects others or property. Implementation and time frame will be at the discretion of the principal.
- Suspension from school will result in immediate ineligibility in school extra curricular activities. Prior to reinstatement the student and their parents must meet with the athletic director/sports director/leader, and principal to determine whether regaining eligibility is in the best interest of the student and the team/group.
- Any student deemed ineligible will not be allowed to attend practices, scrimmages, sit on the bench or at the scorer's table or plays as long as he/she remains ineligible.

### **SCOUTS**

BCS currently offers Scouts for students of all ages. Please contact [yonashtc8@yahoo.com](mailto:yonashtc8@yahoo.com) or [bill.korducki@gmail.com](mailto:bill.korducki@gmail.com) for details.

### **SPORTS OFFERED**

Presently the program is able to provide three sports to both boys and girls in grades 5-8.

<u>SEASONS</u>	<u>SPORT</u>	<u>DATES</u>
Fall	Volleyball	Sept. to end of Oct.
Winter	Basketball	Dec. to mid-March
Spring	Track	Apr. to early-May

Practices begin four weeks prior to the first game. Most teams practice twice per week for one and one-half to two hours. Any student wishing to practice and participate in the athletic program must complete the appropriate forms, pay the participation fees, and have a physical exam by a licensed

physician every two years.

### ***SPORTS FEES***

\*Fees are used to help with league and tournament fees, uniform and equipment, etc. If a family is unable to pay this fee, PLEASE talk with Mrs. Berg as we do not want this fee to be the reason for not participating!

- Volleyball - \$100.00
- Basketball - \$100.00
- Track - \$75.00

### ***DRAMA***

Burlington Catholic School has had a Drama Club in the past. Meetings are once per month and all lead to the end of the year musical. BCS works hard to allow for students to participate in as many extra curricular activities as they wish. The director will work with schedules to ensure that student athletes can also be part of drama. All policies and rules for extra curricular activities apply to drama! Fee to participate in drama is \$75.00.

\*\*\*Currently, we do not have a Drama club due to a lack of director / parent leaders - we hope to bring this back for 2023-2024. \*\*\*

### ***ST. CHARLES CAMPUS ACTIVITY CENTER / ST. MARY CAMPUS GYMNASIUM RULES***

- All groups using the Activity Center must schedule their event through the School Office.
- Tape should not be used on any surface in the Activity Center. Gym tape is available at the School Office.
- Food is only allowed inside the gymnasium if it has been purchased at the Activity Center Concession.
- Water is the only drink allowed inside the gymnasium.
- Do not climb on bleachers in the closed position.
- Do not chew gum when using the gymnasium.
- If you are the last (or only) group using the gymnasium in a day, wood floor should be dry mopped (Use large mops located in the supply closet across from the lobby lavatories).
- Lobby tables and chairs should be wiped and put back in original places.
- Lobby floor should be dry mopped (small mop on cart) and garbage cans emptied if they contain food. Locker rooms must be clean and in good order.
- Food is never allowed in locker rooms.

### ***BAND, CHORUS, AND GENERAL MUSIC***

All aspects of music are taught: listening, dancing, singing, theory and playing classroom instruments. In grades K4-4, all students will participate in General Music. Students in 5th-8th grade choose Band, Choir, or General Music Exploratory. All students are required to attend / participate in the annual Christmas Concert and Spring Concert. Performance is one of the Archdiocese of Milwaukee standards, and therefore, both concerts are mandatory. If a student cannot attend the concert, an alternate writing assessment will be required as well as performing one's pieces for the teacher as a solo, duet, or trio.

## ***BEHAVIOR MANAGEMENT PLAN***

In order to maintain a peaceful atmosphere that is conducive to positive experiences and optimum learning, all students must know and abide by the rules of our school. Our discipline policy is based on logical and understandable consequences for inappropriate behavior - PBIS (positive behavior interventions and supports).

School Rules revolve around:

1. Be respectful to all students and staff
2. Exhibit proper behavior in the classroom, hallway, church, cafeteria, and bathroom
3. Conform to Dress Code
4. Follow playground rules
5. Follow classroom rules

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to create a positive atmosphere for optimal learning.

At Burlington Catholic School we have three school-wide behavioral expectations:

- Be Safe
- Be Respectful
- Be Responsible

We have established clear rules for the behavior we expect in all areas of our school: hallways, cafeteria, bathroom, playground, classroom, bus, before school, after school, and at assemblies. Students are taught these school-wide expectations and have opportunities to practice them. In addition to these basic rules, teachers also establish policies and expectations in their individual classrooms.

## ***HALLWAY BEHAVIOR***

For reasons of safety and order, students must observe the following rules when in the halls.

1. Do not run.
2. Do not play, fight, horseplay, etc.
3. Do not yell; may talk quietly.
4. Do not litter
5. Keep locker and space around clean and organized
6. Keep middle of hallway clear for others to walk through

## ***CLASSROOM BEHAVIOR***

Each teacher has a clear set of rules and expectations for their given classroom. However, below are a few general rules for the classroom:

1. Do not run, fight, punch/shove, horseplay, etc.
2. No chewing gum anywhere in the building

3. No screaming or yelling - we should not be able to hear you in the hallways or other classrooms
4. Keep desks organized and clean up around your desk area
5. Water bottles (with only water) may be used in the classroom - please make sure the cover is on tight to avoid spills - teacher reserves the right to eliminate water bottle use if it becomes a distraction.

While our behavioral policy emphasizes appropriate behaviors, some students may still violate school rules. Teachers will attempt to handle the behavioral issues within their classrooms, however, if and when the behavior is excessive or habitual, the student will receive a minor or major - 3 minors are the equivalent of 1 major. 1 major automatically sends the student to the principal's office, communication with parents occurs, and a mandatory after school detention the next possible Thursday is scheduled. Please see the Parent Guide for PBIS on our website for more specific details.

### ***Discipline – Relational Aggression***

At Burlington Catholic School, we recognize the importance of school relationships and their impact on a student's ability to learn and to thrive successfully. We strive to strengthen healthy relationships and encourage empathy for all by using the virtues of our Catholic faith and by partnering with our students, families and staff to facilitate the best possible learning environment.

### ***PROBATION, SUSPENSION, AND EXPULSION***

**Probation** – a conditional enrollment during a trial period.

- A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from probation. The principal's decisions are final.

**Suspension** - a temporary termination of enrollment until stipulated conditions are met.

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. **In-school suspension** can be directed for varying lengths of time as decided by the principal, but shall not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.
4. **Out-of-school suspension** is considered a rarity and is the responsibility of the principal. A maximum of five days 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. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

**Expulsion** - 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. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are stated in the student handbook. The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

### Expulsion Procedures

1. Action taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. Expulsion can take place only after an expulsion hearing has been held. Parents/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 hearing committee is appointed by the Pastor and is drawn from a pool of candidates who possess qualifications that would allow them to impartially discern the issues at hand.
3. The hearing committee makes a recommendation to the elementary school pastor. The recommendation will be to:
  - a. Expel
  - b. Suggest other disciplinary actions in lieu of expulsion
  - c. Exonerate the student of any wrongdoing
4. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn, up until the time that the final disciplinary action that is approved takes effect.
5. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish school with a recommendation about at which step of the procedure needs to be further processed.

### ***Bullying and Harassment (5131)***

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

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and

educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public 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 student(s) will receive an automatic major, after school detention (or more depending on the severity of the situation), and a parent conference will be scheduled. BCS takes bullying very seriously - in the event that bullying becomes excessive or severe, punishment could include suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

### ***Reporting Bullying and Investigation to Follow***

All school staff members and school officials who observe or become aware of bullying are required to intervene and report these acts to the school administration. Any other person, including a student or parent/guardian who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the school administration, the guidance counselor or another trusted adult at school.

Reports of bullying may be made verbally, electronically or in writing and may be made confidentially. A reporting form will be available in the office as well as online. The Relational Aggression/Bullying Report Form is filled out and turned into the administration. All such reports, whether verbal or in writing, will be taken seriously and 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. All reports will be taken seriously, investigated, and documented. There shall be no retaliation against individuals

making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

A thorough investigation will take place after any report has been made. Interviews will occur. If applicable, there will be a review of surveillance cameras. Every effort will be made to collect whatever information is necessary to determine the facts and the seriousness of the report. Parents of each student involved will be notified during the process. The school shall maintain the confidentiality of the report and any related student records as required by law. Records are maintained in the school office.

### ***Sanctions and Supports***

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration shall take the following disciplinary action. These consequences are presented as guidelines and school personnel maintain the right to modify penalties based on the severity and or the circumstances of the incident.

1. The first confirmed incident will result in a call home for both the victim and the offender. The Major will be given, resulting in after school detention and a form that requires parent signature.
2. The second confirmed incident will result in disciplinary action that may include but are not limited to in-school suspension, and/or loss of privilege.
3. Ongoing incidents will be addressed by an administrative committee for consideration and may include expulsion.

Burlington Catholic School will continually be proactive in addressing issues of student relations. One of the three school improvement goals is a plan for Relational Aggression. Catholic virtues are stressed in all classroom education and with school activities provided and carried out by teachers, aides, counselors and administration. Positive behaviors are stressed through our PAWS program, PBIS and monthly themes. The teachers address relational issues and positive peer relations. Education involves empowering all students and stating the responsibilities of all involved, even the bystander.

*\*\*Excerpts from Wisconsin Model Bullying Policy, Archdiocese of Milwaukee 5144(b), Mentoring Program Commencement 2011, and Annual Grants*

### ***BICYCLES***

1. Bicycles must be walked on and off the playground at all times.
2. Students are expected to know and observe all state and local regulations for bicyclists.
3. Burlington Catholic School will not be responsible for damaged, lost or stolen bicycles or other bicycle property.
4. Students must provide a lock for their bicycle.

### ***BIRTHDAY TREATS AND INVITATIONS***

Students are welcome to bring in a birthday treat, however, it is completely optional! If a family wishes to bring in a treat on or around the student's birthday, please make sure of the following:

- No nuts

- Enough for every student in the homeroom
- If not pre-packaged, should be ready to serve (precut, etc.)
- Provide plates, napkins, etc.
- Please do not send any knives for cutting - parents should precut everything, and then provide serving utensils
- Try to provide healthy snacks!

Students are only allowed to distribute birthday party invitations at school if ALL students in the class or ALL of the same gender (and only that gender to avoid exclusion of some of the opposite gender) are invited. BCS cannot have students being excluded, and therefore, teachers cannot assist with invitations unless all students / all same gender are included. In addition, due to our Choice status, BCS cannot share contact information of any classmates in order for a family to mail.

### ***BOOKS***

All books should be covered at all times. **Please do not put contact paper directly on any part of a book.** This ruins the book, and the book will have to be replaced **at your cost**. Students are borrowing textbooks from BCS - excessive damage to these books will require a fine based on the cost of repair or replacement. If any textbook is lost, the student will be charged the replacement cost.

### ***BUS RULES***

1. All riders must wear a mask
2. Wait a safe distance away for the bus until the bus comes to a complete stop.
3. Be quiet and friendly with others waiting at the bus stop.
4. Get on the bus quietly, go directly to a seat, and talk quietly with others while riding and remain seated.
5. Respect the bus and the property of others while riding.
6. Be courteous and respectful to the driver and all passengers.
7. Keep all objects and all parts of the body inside the bus.
8. Only carry on the bus items that are needed for school.
9. No eating or drinking unless otherwise told by the bus driver
10. No gum chewing on the bus
11. Obey the bus driver.
12. Be helpful to others, especially smaller children.
13. Do your best to obey all the bus riding rules.

Bus riding is a privilege that can be lost through serious or repeated failure to follow the rules. Penalties may include: conference with the principal, conference with the principal and notification to the parents, loss or riding privileges for three days or more, or permanent loss of riding privileges.

In bad weather, bus transportation will be canceled by the public district's superintendent. Students and parents should watch the following TV stations after 5:30am: channel 4, 6, or 12. Parents may also be notified via email or One Call Now App - *see emergency closures for more information*.

If a student wishes to ride a different bus from the regularly assigned one, they must have a signed note from the office that they give to the driver. If a non-bused student wishes to ride a bus, the cost is

Questions about busing with Thomas Bus should be directed to Bob or Liz at the Thomas Bus Company 262-763-7564.

### **CCHS BUS**

If families do not live within the district, CCHS offers a private bus service at the cost to the family. Questions about busing with Catholic Central should be directed to Catholic Central at 262-763-1510. \*\*\*For the 2023-2024 school year, CCHS will not be offering busing to BCS students. Thomas Bus will transport students out of district for a fee. Contact the offices for more information.

### **CAFETERIA BEHAVIOR**

Students who use the cafeterias are expected to follow these rules:

1. Wait in line quietly and be courteous and considerate of others at all times.
2. Walk at all times.
3. Eat the food taken, drink milk
4. Remain in original seat during lunch except to return trays and to use bathrooms.
5. See that the table space, chair and floor are free of papers, food, and crumbs before leaving and deposit trays in the proper place.
6. Proper lunchroom behavior is required at all times.
7. Birthday treats are eaten in the classroom after lunch.

### **CHANGE IN ADDRESS**

If a family moves during a school year, parents must contact the school office with the new mailing address. If a student participates in the Wisconsin Choice Program, parent/guardian must provide a new proof of residency for the state.

### **CHAPERONES / VOLUNTEERS**

Parents/Guardians are often asked to assist as chaperones on a field trip or volunteer in the classroom or cafeteria. All chaperones must follow these guidelines:

1. Chaperones must have training in Safeguarding All God's Family, have a background check, and must sign the Code of Ethics document using [www.cmgconnect.org](http://www.cmgconnect.org)
2. They should assist the teacher in maintaining discipline and order for the trip's duration. In fairness, chaperones should not purchase gifts or food for the students assigned to them.
3. Younger children CANNOT be brought along unless otherwise noted by the school - the focus of the day should be on the class you are chaperoning and safety and well being of the school children.
4. A parent may provide their own transportation to and from a field trip, but may not act as a chaperone unless parent is safeguarded, and has previous approval from the principal.

### **CHILD ABUSE AND NEGLECT**

All school and parish employees shall immediately report cases of suspected child abuse the appropriate authorities as provided under Wisconsin Statute 48.981. According to Wisconsin State Law, Sec. 48.981, Stats., any pastoral or school administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has

reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours), by telephone or personal visit, to the local County Child Welfare Agency, the office of the County Sheriff or the City Police Department.

### ***CHILD CUSTODY DISCLOSURE REQUIREMENTS***

The school shall communicate with the parents of a child in a divorce action according to the directives of the court. Burlington Catholic School asks that court decrees regarding placement or contact with either parent be submitted to the school office. Copies of the student progress report (report card) are issued to both parents.

### ***COMMUNICATION WITH PARENTS***

Communication between parents and school is a vital link in the education of a child. You may call the school and request that a teacher(s) call you. Parents are encouraged to call or email teachers whenever they have any questions, concerns, or need for information about a child's progress. If a problem arises that warrants additional contact between parents and school beyond the report card conference, a meeting will be set up. At this time, strategies to facilitate learning will be discussed and implemented. Our teachers have many varied methods of communicating progress with parents that may include:

1. Weekly reports - the format to be determined by parents and teachers
2. Assignment notebook
3. Computerized daily access to student progress through PowerSchool
4. Email and webpages
5. Principal's weekly emails

### ***CONFERENCES***

Parents and students are required to attend the Fall Parent-Teacher Conference which normally take place in November and Spring Parent-Teacher Conferences in March. If students and parents cannot attend the scheduled conference day, parents are required to make alternate arrangements with the classroom teacher. Non-homeroom teachers, principal, and/or special teachers may also request a conference during this time as well. If a conference is requested, it is mandatory that parents attend. The principal does not usually sit in on conferences, but is available if parent or teacher requests it.

The conference schedule will be published at the beginning of the school year. If a problem occurs, parents may be required to attend additional conferences.

### ***CURRICULUM***

To achieve the purpose of Catholic education, the principal organizes the school's curriculum, staff and physical facilities to be an expression of the philosophy and purpose of Catholic education and the specific goals of the school.

The required academic areas for the elementary school are: religion, language arts, communication arts (speaking, listening, reading and writing), fine arts (music/band/choir, art), health, mathematics, physical education, science, social studies, and Spanish.

Teachers at Burlington Catholic School are committed to working to meet the needs of each student. Differentiated instruction, accommodations and modifications are provided to help this happen.

In designing expectations, we realize that there are times when an exceptional child is identified. In these cases certain criteria will be used to help determine the necessary accommodations or modifications to the child's program.

To qualify as an exceptional child the following items will be taken into account:

- Mental and physical characteristics
- Health history
- Abilities
- Social and emotional traits.
- Handicaps
- Performance Levels (this includes standardized tests).

With modifications, based upon the above items, it is our hope that the individual child can then be mainstreamed back into the stated policy on academic achievement.

### ***Religion Classes / Family Life***

Families chose to send students to Burlington Catholic School to receive a faith based education. All students will be required to participate in Religion class each day no matter what

This program is designed to enable students to practice strategies that will help them to be safe and healthy in mind and spirit and develop strong Christian morals. Each student has a separate book, and it is taught as a part of Religion Class in grades K5-8.

### ***UNIFORM/DRESS CODE POLICY***

*A uniform policy reduces competition in dress and eliminates distractions caused by appearance. A neat, clean appearance of the whole student body is a factor in creating the proper learning atmosphere, promoting dignity and sensitivity towards others.*

### ***Acceptable Uniform Apparel***

### **PANTS / SHORTS/CAPRIS**

- Cotton blend or Corduroy Pants (Navy or Khaki)
- (August 1st - November 3rd; April 15th - end of year) – Cotton blend uniform shorts or capris may be worn

**No stretchy type material is allowed for pants. No cargos, jeggings, leggings, jean material, stretchy material or tight pants are allowed.**

### **SHIRT –**

Students have a few options for their uniform top. They may wear:

- Short sleeve Polo shirt (solid red, solid white, or solid navy – small logo ok)
- Long sleeve Polo shirt (solid red, solid white, or solid navy – small logo ok)
- Button-down shirt (solid red, solid white, or solid navy – small logo ok)
- Turtleneck (solid red, solid white, or solid navy – small logo ok)
- BCS Uniform Polo (red, white, or navy – see spirit store online)

In addition to the collared shirt above, students may also wear:

- Cardigan sweater (solid red, solid white, or solid navy – small logo ok)
- BCS Uniform fleece (red, white, or navy – see spirit store online)
- BCS Uniform Hooded Sweatshirt (red, white, or navy – see spirit store online)
  - Hood must stay down at all times. If this becomes a problem, BCS reserves the right to not allow a student to wear a hooded sweatshirt
- BCS Week of Giving Sweatshirt and Crew Neck Sweatshirts are also allowed
- Burlington Catholic Athletic charging panther Sweatshirt (hooded or crewneck)
  - Charging Panther t-shirts or long sleeve t-shirts are NOT considered uniform appropriate.

### **JUMPERS, SKIRTS, AND SKORTS**

- Solid navy or solid khaki; Polo shirt dress in solid red, navy, or white also allowed
- Must be fingertip length or longer!
  - (August 1st - November 3rd; April 15th - end of year) – Solid black, navy, or white shorts, leggings, and / or tights should be worn under uniform skirts or jumpers no matter what!
  - (November 6th - April 12th) – girls MUST wear solid black, navy, red, or white leggings under jumper, skirt, or skort.

**Even if leggings are worn, the skirt, skort, or jumper must be fingertip length!**

\*\*\*We understand that as students get closer to graduation, it is not ideal to purchase a new skirt/skort. However, if they are too short, BCS will require you to take out the hem or get a longer one.\*\*\*

### **SHOES/SOCKS**

- Daily – students should wear closed-toe, recess appropriate shoes
- Socks MUST be worn each day even if open-toed shoes are worn!
- Warm Weather (August 1st - November 3rd; April 15th - end of year) – sandals with a back strap AND socks may be worn
  - Remember that if shoes are not recess appropriate, another pair should be brought to school

- Phy Ed Class - An extra pair of athletic shoes is required when gym class is inside

### **PHYSICAL EDUCATION DRESS CODE**

All students (K3-8)

- Due to our new gym floor, all students in K3-8th grade will need a pair of indoor gym shoes and socks for class. If students do not have their gym shoes, students may need to sit out for class.

Students in grades 4-8

Students have the option to change into appropriate gym attire each class

- Cotton or dry fit crewneck t-shirt (must fit appropriately – no tight or low cut shirts allowed); small side logo or appropriate words allowed
- Solid athletic shorts – fingertip length or longer; must fit appropriately (not too loose or too tight) OR athletic pants / sweatpants – no leggings or tight spandex material; no holes (must fit appropriately); small side logo or appropriate words allowed
- Athletic shoes (separate from recess shoes)
- Socks

### **MASS DAY DRESS CODE**

Students will attend mass once per week: St. Charles campus - Tuesday, St. Mary campus - Friday.

**On Mass day, students cannot wear shorts.** During warm weather months (August - October; April-June), students may bring uniform shorts to change into following Mass.

### **MASK DRESS CODE**

Masks are optional as of now. However, when wearing masks in school, students must follow the following dress code: Masks may have appropriate designs, colors, sports themes, school logos.

However, they must not be distracting or inappropriate: No inappropriate phrases / slogans, scary / gory faces, teeth, political slogans, etc.

### **VIRTUAL STUDENT DRESS CODE**

BCS currently does not have a virtual option for instruction. However, if virtual instruction is needed, students will follow the same dress code as face-to-face students:

- Uniform shirts are required unless a scheduled out of uniform day
  - Students do not need to wear masks at home, but if they choose to, they must follow the mask dress code as noted above.
  - If a virtual student chooses to wear a BCS hooded sweatshirt, the hood must be down at all times.

### **WARM WEATHER UNIFORM POLICY (August 1st - November 3rd; April 15<sup>th</sup>-end of year)**

The principal shall have the option to adjust the dates based on weather conditions.

- Uniform shorts or capris may be worn instead of pants (except mass day).
- Females can wear shorts underneath their skirt, skort, or jumper instead of leggings

- Sandals with a back strap AND socks may be worn
- Socks must still be worn each day!

No cargos, jean material, or tight shorts/capris are allowed. Shorts/capris cannot be worn to mass. Socks **MUST** be worn each day whether they wear sandals or tennis shoes

### **COLD WEATHER UNIFORM POLICY (November 6th - April 12<sup>th</sup>)**

The principal shall have the option to adjust the dates based on weather conditions.

- Pants or Skirt, Skort, or Jumper with leggings must be worn
- No sandals
- K-3 – Students must wear boots and snow pants or have them available at school.
- 4-8 – Students must wear boots or have them available at school (remember – students will be walking outside for Mass, Gym class, etc.); snow pants should also be available if they wish to play in the snow!

### **GENERAL UNIFORM RULES**

- No dangling earrings or excessive, distracting jewelry
  - The principal or teachers reserve the right to ask students to take off jewelry if it becomes a problem.
- Baseball caps may be worn outdoors with the brims to the front; they should be removed upon entering the buildings
- Make-up (if reasonably applied), will be allowed for girls in grades 6, 7 & 8 only.
  - The principal or teachers reserve the right to ask students to take off make-up if it is excessive or distracting
- Distracting hairstyles and non-natural hair colors are not allowed.
- Tattoos and body piercings are not allowed.

### **OUT OF UNIFORM DRESS CODE**

Throughout the school year, BCS will have out of uniform days. Some out of uniform days will be themed days, others will be 7<sup>th</sup> grade fundraiser days. Please note: Out of uniform days are optional. If you do not wish to participate in the theme and / or fundraiser day, or if students cannot abide by the below dress code, they must wear their uniform.

The following clothing **is allowed** for out of uniform days:

- Pants, jeans, jerseys, skirts, dresses, sweaters, athletic pants (not spandex) / joggers with drawstring, sweatshirts and t-shirts with appropriate writing.
- Patterned leggings may be worn under a **past-fingertip** length skirt or dress – NOT as pants! The skirt/dress must **FULLY** cover one's bottom. If it is a more form-fitting top or not clearly covering one's bottom, the student must tie something around their waist for the day or change into a different skirt/dress. A dress code warning will also be given.
- BCA spirit wear
- August 1st - November 3rd; April 15th - end of year: Capris, shorts, athletic shorts with

drawstring may also be worn

- Shorts must be past-fingertip length or longer - please keep an eye on this as students grow. If the shorts are not clearly long enough, please have the student wear capris or a different pair of shorts
- Shorts must fit appropriately

The following clothing is **not allowed** for out of uniform days:

- Tank tops, sweatpants / pajama pants, leggings worn as pants, yoga pants, jeggings, stretchy material pants, overly tight pants, distressed pants or jeans that are torn or have holes, sleeveless tops or sleeveless dresses without a sweater or shirt underneath, clothes with inappropriate phrases or slogans, political clothing, scary / gory clothing.

### **DRESS CODE VIOLATIONS:**

- First Offense: Student will be issued a verbal warning (teacher / principal will document).
- Second Offense: Student will be issued a written warning that parent must sign and return by then next school day.
- Third Offense: Student loses next out of uniform day; Note is sent home to parent to be signed and returned by the next day
- Fourth or more Offenses: Student loses out of uniform day privileges for the trimester (or more depending on situation) and will be issued a detention; Parent / Student conference with Principal and homeroom teacher is required.

**Final determination on all dress code issues will be at the discretion of the Principal.**

### ***EARLY CHILDHOOD (K3/K4/K5) INFORMATION***

Burlington Catholic School has both a part time and full time K3 and K4 program, and a five day, full day K5 program. All Early Childhood classrooms follow the Wisconsin Model Early Learning Standards, a play-based program that revolves around the following domains: Health and Physical Development, Social and Emotional Development, Language Development and Communication, Approaches to Learning, and Cognition and General Knowledge - see link on our website for the full *Wisconsin Model Early Learning Standards (WMELS)* manual.

#### **K3 Part Time Program Details:**

- Class time: 8:05-11:15am, 1:00, or 2:55pm
- BCS has one full time licensed teacher and one full time aide in the part time K3 program. Enrollment is capped at 20, and the students are housed on the main floor next to the church. The class is equipped with a bathroom in the classroom and an additional bathroom in the Church Cry Room next door.
- Rest time is 45-60 minutes for first semester if the student stays past 11:00am
- Snack is provided by the class each afternoon if the child stays past 1:00pm
- Conferences take place every January
- Report Cards are sent home at the end of each semester

#### K4 Part Time or Full Time Program Details:

- Class time: 8:05-1:00pm or 8:05-2:55pm
- BCS has two full time licensed teachers in K4 (one lead and one aide). Enrollment is capped at 24, and the students are housed in the largest classroom on campus equipped with two bathrooms in the classroom.
- Rest time is 45-60 minutes for first semester and lowered to 30 minutes second semester
- Snack is provided by the class each day in the afternoon
- Students also participate in Art, Music, and Gym in addition to their core classes
- Conferences take place every January
- Report Cards are sent home at the end of each semester

#### K5 Program Details:

- Class time: 8:05-2:55pm
- BCS has two sections of K5 each with a full time licensed teacher and a full time aide. Enrollment capped at 24, and the students are housed in two adjoining classrooms near two sets of bathrooms.
- Rest time is 45 minutes for first semester and eliminated for second semester
- Snack is provided by the class each afternoon
- Students also participate in Spanish, Art, Music, and Gym in addition to their core classes
- Conferences take place every January
- Report Cards are sent home at the end of each semester

### ***EMERGENCY CLOSURES***

Caps, mittens, snow pants, leggings/pants and BOOTS are needed for outdoor winter recess. Children will not go out for recess if the temperature or wind chill is 5 degrees or less. The school will operate on the same regulations as the public school system unless extreme situations demand our closing.

The safety of bus transportation is the determining factor for school closures. The decision to close is that of the public district's superintendent. Students and parents should watch the TV stations after 5:30 a.m. for information: Channel 4, 6, or 12. You should also check your email and/or One Call Now App for closings.

### ***OTHER EMERGENCIES***

In the event of an emergency, advice will be sought by public officials such as the police and fire departments. Parents would be notified using the emergency contact information provided by each parent. Information would also be posted on the school's website - [ourbcs.org](http://ourbcs.org), on Facebook, and by email.

### ***ENROLLMENT / CLASS SIZE***

Burlington Catholic School has a class size range depending on the class, teacher, and aide support. BCS's goal is to have no greater than 18 students per classroom in K3, K4, or K5 without an aide, but could have up to 24 with a full time aide, up to 24 students in 1st, 2nd, and 3rd, and up to 25 in 4th-8th grade with extra support from our Learning Support program. Administrative discretion and teacher input can be used to alter the enrollment. An aide will be placed in a classroom with greater

students or where needed according to administration.

### ***FIELD TRIPS***

All field trips away from the school are at the discretion of each teacher and should serve as educational curricular enrichment opportunities and are evaluated each year. Once a teacher decides on a trip, the principal will then review the trip and approve or deny plans. Field trips are part of the curriculum and are mandatory for students to attend. If cost is an issue, please reach out to the principal for guidance.

#### ***Policies for Field Trips***

- Permission slips and payment should be sent in a clearly marked envelope and should never be combined with other money sent to school.
- Students without official permission forms signed may not be allowed to participate since the school cannot accept sole liability for such events; a verbal phone call cannot be accepted - permission slip must be signed.
- All students are expected to travel to and from field trips in the vehicle supervised by the Burlington Catholic staff - even if a parent chaperoned and drove themselves.
- Parents may remove their child from the care of Burlington Catholic staff only if prior approval has been obtained, and the appropriate waiver form has been signed.
- Students kept home on the day of a field trip will be marked absent.
- Since the field trip will enhance instruction, parents/guardians should not forbid students from participating except in unusual circumstances. If a child must remain at school during a class trip due to a missing form, the staff will supervise, but cannot provide individualized instruction.
- Transportation is provided through Thomas Bus Company. BCS is required to follow all rules established by the bus company. If a student consistently does not abide by these rules, Thomas bus can choose not to allow a student to ride the bus and a parent would be responsible for transportation. \*\*\*Current COVID protocols requires all students and staff who ride the bus to wear a mask.

### ***WALKING FIELD TRIP***

BCS parents will sign one general walking permission slip that will be used throughout the year. Parents will be notified ahead of time when a walking field trip will take place. If a parent is uncomfortable with the given walking trip, they will need to notify the teacher and the student will stay in the office during the trip.

### ***FIRE, TORNADO, and LOCKDOWN DRILLS***

Fire and tornado drill procedures have been written and posted in all classrooms. Fire drills are held every month to ensure smooth evacuation in an actual fire. Tornado drills are held in the fall and spring of each school year to prepare the students in the event of a tornado. Lockdown drills, with the purpose of protecting students in the event of an intruder or extruder, will be held periodically throughout the year (one of which is guided by our local authorities). Due to the nature of these drills and the need to be prepared at all times, some may be scheduled and announced ahead of time while others may be unannounced.

## ***STANDARDS BASED ASSESSMENT AND GRADING***

### **GRADING**

The Archdiocese of Milwaukee uses **scoring guides** to clearly define learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. These scoring guides help students and parents understand the level of mastery they have achieved at any given time.

**Level 1** would only apply to students who lack even the most basic knowledge in a given standard. This could include a student who has learning challenges identified in a Service Plan or IEP.

**Level 2** is the grade given when a student is not at the mastery level, but working on the necessary vocabulary and learning targets identified in the scoring guide. A student remains at Level 2 until they have demonstrated full mastery of the priority standard(s) being assessed.

**Level 3** is the grade given when a student has demonstrated proficiency on a given standard. It is important that a student is given more than one opportunity to provide evidence of mastery before the priority standard is given a grade on the report card. These assessments are summative in nature, but don't necessarily require a formal written test. The most recent and comprehensive evidence is given the greatest consideration when determining a grade.




**Level 4** represents an understanding and application of knowledge at a level beyond what is expected at a given grade level. In the Archdiocese of Milwaukee, Level 4 appears on the Proficiency Scale beginning in grade 4. It is important to understand what level 4 means:

<b>Level 4 is:</b>	<b>Level 4 is not:</b>
High on <a href="#">Bloom's Taxonomy or DOK level</a>	An "A"
Beyond what is taught in the classroom	Extra credit
Something most students do not attain	A reward for non-academic factors
Often a result of high ability, high interest, or high background knowledge	The teacher's instructional focus





### **REPORTING**

The **Proficiency Scale** communicates the level at which students are able to demonstrate understanding and application of concepts and skills aligned with grade level standards on the report card.

## Grades 1-3 Proficiency Scale

	<b>3</b> Proficient (Application Level Learning)	<ul style="list-style-type: none"> <li>● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>● Student can complete assigned tasks independently.</li> </ul>
	<b>2</b> Developing (Foundation Level Learning)	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards.</li> <li>● Student can sometimes complete learning activities without assistance.</li> </ul>
	<b>1</b> Insufficient Evidence	<ul style="list-style-type: none"> <li>● Insufficient evidence is available at this time to determine proficiency.</li> </ul>

## Grades 4-8 Proficiency Scale

	<b>4</b> Advanced	<ul style="list-style-type: none"> <li>● Student demonstrates understanding of concepts and skills extending beyond grade level standards.</li> <li>● Student can independently complete self-directed studies.</li> </ul>
	<b>3</b> Proficient	<ul style="list-style-type: none"> <li>● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.</li> <li>● Student can complete assigned tasks independently.</li> </ul>
	<b>2</b> Developing	<ul style="list-style-type: none"> <li>● Student demonstrates partial understanding of grade level standards.</li> <li>● Student can sometimes complete learning tasks without assistance.</li> </ul>
	<b>1</b> Insufficient Evidence	<ul style="list-style-type: none"> <li>● Insufficient evidence is available at this time to determine proficiency.</li> </ul>

For more information, please see the *2019 A Parents Guide to Standards Based Assessment and Grading* emailed on 8/20/2020 and on our school website.

## ***GENDER IDENTITY POLICY (4470)***

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

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

Designations and Pronouns: Any parochial, organizational, or institutional documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

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

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

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

Single-Sex Schools, Buildings, and other Programs and Institutions: Admission to single-sex programs, including but not limited to single-sex schools, camps, and retreats, is restricted to persons of the designated biological sex. Dormitories or other single-sex buildings are restricted to persons of the designated biological sex.

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

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

document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

Link for further information regarding Catechesis of Gender Theory - <https://www.archmil.org/ArchMil/attachments/2022GenderTheoryfinal.pdf>

## ***GRADUATION***

### ***Requirements for 8th Grade Graduation***

1. The student has completed all requirements for the 8th grade.
  - a. If students have not completed all work necessary to meet the standards, that student may walk at graduation, but must return the following day to complete all essential work.
2. All bills have been paid or arrangements have been made with the school.

### ***Graduation Clothes***

- Boys must wear a long or short sleeve dress shirt, tie, and pants or a suit. Dress shoes are required.
- Girls must wear dress, skirt, or dress pants with a nice top. However, no spaghetti straps, sundresses, or halter-tops are allowed. A shawl or sweater cover-up must be worn to cover the shoulders. Dress length must be appropriate for church and have a modest neckline.
  - More details on this will be discussed at the graduation meeting held during the school year.

### ***Graduation Gift***

It has become traditional for the 8th graders to raise money to give a gift to the school as a remembrance of them. The purchase will be guided and directed by the principal and their teachers. A variety of fundraising activities will occur during the year to help raise money for the gift as well as graduation expenses.

### ***Graduation Pictures***

The photographer will take these pictures in the spring. The picture format generally includes a class picture and individual shots. The cost for these pictures varies depending upon what is chosen. The 8th grade will also take photos during the school year with K3-7th grade for the yearbook.

### ***Graduation Fees***

A graduation fee will be determined by the cost of necessary graduation expenses. Fundraisers will take place throughout the year to help offset the cost.

## ***GRIEVANCE PROCEDURES FOR PARENTS***

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parents of an enrolled student and an employee of the Parish/School. Before any formal grievance can be initiated, the parent must meet with the employee with whom there is an issue to see if reconciliation can occur. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner, not to exceed 10 days, shall be considered waived.

### ***STEP 1***

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

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee 5 working days to respond and then schedule a meeting of all parties within 10 days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

### ***STEP 2***

If resolution does not occur in the informal meeting, the parent will provide the pastor or BCS executive board member with a copy of the letter noted in STEP 1 within 5 working days of the completion of STEP 1. The pastor or BCS executive board member will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The pastor / executive board member will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here).
2. The pastor / executive board member may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor or executive board member may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See STEP 3.

### ***STEP 3***

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than 30 days after the parent forwards a copy of the letter noted in STEP 1 to the committee.

The committee, appointed by the pastor (principal) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur, STEP 4 is initiated.

### ***STEP 4***

Should resolution not occur through STEPS 1, 2, and 3, the parent can request within 10 working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Delegate for the Parishes will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

### ***HOMEWORK***

Homework is an assignment to be prepared or completed outside the regular class time. The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments. It is developmental in nature and increases in scope with maturity and capabilities of the student. Homework, properly planned and purposeful in nature, should help the student to:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not be graded, but used to inform instruction and assessment

The time guide for out-of-class study is as follows:

<u>Level</u>	<u>Maximum Time (on average)</u>
K3-K5 (optional)	10 minutes
1st-2nd	30 minutes
3rd-5th	60 minutes
6th-8th	90 minutes

### ***BURLINGTON CATHOLIC SCHOOL HOT LUNCH PROGRAM***

#### ***Fast Facts:***

- The Burlington Catholic School Food Service Program Directors – Carol Robers and Suzy Bittmann – and the St. Charles campus Food Service Coordinator – Barb Richter - are **ServSafe Certified** with the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- Meals are **homemade** and **prepared fresh daily**; they include extensive selections of **fresh fruits** and **vegetables** as well as **whole grains**.
- Grades 4-8 have the option of choosing Hot Lunch or **Salad**.
- Students may select a **PBJ Sandwich** if they prefer not to take the Hot Lunch main entrée.
- Grades 6-8 have the option of taking an **additional lunch**. Any student opting for the additional lunch will have his or her card scanned twice that day. The cost of an additional lunch is \$3.60.

- For special occasions, and with prior approval from Mrs. Berg, parents can join their student(s) for lunch! Cost is \$3.75 per adult meal.
- Our world famous desserts are also made from scratch here in our kitchens!

***Cost / EFunds: \*\*\*\*For the 2023-2024 school year, Hot Lunch is completely free\*\*\*\****

- All families who choose to take hot lunch must set up an eFunds account using the information provided in the welcome letter (see EFunds Quick Reference for more details). Any questions, please email Matt DeLorme [mdelorme@cchsnet.org](mailto:mdelorme@cchsnet.org).
- Typical student lunch price including milk is as follows:
  - K3-5th - \$2.75
  - 6th-8th - \$3.00
  - Addition lunch (only 7th and 8th) - \$3.60
  - Milk ala carte - \$0.40
  - Adult Lunch - \$3.75

### ***Free / Reduced Lunch***

We offer **free lunch or reduced** cost lunches for \$0.40 for those that qualify. Every household will be receiving a Free and Reduced Application in the mail. You may always contact the office regarding questions about the application. All information is kept confidential. An application can be submitted **at any point** during the school year. You must reapply every year.

### ***EFunds Quick Reference for 2020-2021***

The eFunds system provides you the convenience of funding your student's account at home on-line. To eliminate the need to send cash/checks to school which can be misplaced or lost, we ask that you please utilize the eFunds system that is set up for our school. Exceptions must be requested through the school office.

Our Hot Lunch Program uses a scanner system to charge students for a hot lunch, salad bar (4th – 8th), or milk consumed each day. The student's ID card is scanned at the beginning of the lunch line. As with any business, the logistics of this system are much easier when your student's lunch account is maintained with a positive monetary balance.

Once you have set up your student's eFunds account, the most efficient method to maintain a positive monetary balance is to designate a set amount of money to be automatically deposited every month. You can also be alerted through eFunds when your student's account reaches a certain threshold, for instance \$10 or \$5. At that time, money should be immediately deposited to maintain a positive balance.

**\*\* If your student loses or damages his or her ID card, another ID card must be purchased for \$5 at the school office.**

The eFunds link to log in is: <https://payments.efundsforschools.com/v3/districts/55560>

This link can be found on both the Catholic Central and Burlington Catholic websites.

NOTICE: You must have an eFunds account set up, activated, and funded BEFORE the school year begins.

### ***Unpaid Meal Charge Policy for Burlington Catholic School***

From time to time, student lunch account balances are not adequately funded and result in a negative balance. The USDA does not require us to provide a meal for students without adequate funds in their account to pay for lunch; HOWEVER, we feel strongly that students need nourishment and energy to continue to learn and finish the day, particularly if they participate in extracurricular activities after school.

We are required by the USDA to have an Unpaid Meal Charge Policy in place. Our policy is as follows:

1. At the first indication a student has a negative balance when his or her card is scanned, a note or email will be sent home requesting that money be put on the account. The student will still receive the main entrée on the hot lunch menu or the salad bar option (high school and 4<sup>th</sup> – 8<sup>th</sup>).
2. A student will not be allowed to purchase an additional lunch unless money is in the account (high school and 7<sup>th</sup>-8<sup>th</sup>).
3. When the account reaches –\$5.00, a note or email will be sent home requesting that money be put on the account. A copy of this Unpaid Meal Charge Policy will be included. The student will still receive the main entrée on the hot lunch menu or the salad bar option (high school and 4<sup>th</sup> – 8<sup>th</sup>).
4. When the account reaches –\$10.00, the following steps will be taken:
  - a. The main entrée will not be offered. The student will be offered a less expensive alternate entrée, which will be a chicken salad sandwich.
  - b. All other hot lunch selections (ie fruit, vegetables, etc) and milk are still offered as part of the meal.
  - c. The salad bar option is not available (high school and 4<sup>th</sup> – 8<sup>th</sup>).
  - d. The alternate entrée will continue to be offered until the account is in good standing.
  - e. A notification email will be sent home stating that the student received the alternate entrée and requesting that money be put on the account. Please consider the money owed as well as enough surplus funding to maintain the account in a positive standing.
5. When payment is overdue and exceeds –\$20.00, the debt is classified as delinquent. The financial information will be sent to the Burlington Catholic School Business Manager to collect the outstanding debt.

Our hope is that through this policy we are able to run an efficient and quality lunch program for all of our students! Thank you for your cooperation.

### ***IMMUNIZATION***

The state law requires that children have proof of immunity from Rubella, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, and Hepatitis B. Parents are requested to take care of this through their family doctor. A current medical history of vaccinations must be on file in the school office.

\*\*\*Students and staff eligible for the COVID vaccine are encouraged to provide proof of vaccination in the office. This will allow for better documentation when possible exposure and / or quarantine is needed.

## ***ILLNESS***

If a student becomes ill or is seriously injured, his/her parents will be called as soon as possible. In the event that parents cannot be contacted, we will call the designated person on the emergency card.

- Fever - if a child has a fever (100.4 or higher), the student will need to leave school and cannot return to school until at least 24 hours, fever free without medicine. This means that more often than not, a child cannot return until at least two days after leaving school. The secretaries will send the student home if they are under the 24 hours.
- COVID symptoms - please keep your child home and get them tested if they show any two of the following symptoms: cough, fever or chills, shortness of breath or difficulty breathing, muscle or body aches, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, and headache.
- Vomiting / Diarrhea / Stomach issues - if a child gets sick at school the night before or at school (whether vomiting, diarrhea, etc.), that child will be sent home (or must stay home) and cannot return to school until at least 24 hours following symptoms and without medicine. This means that more often than not, a child cannot return until at least two days after leaving school. The secretaries will send the student home if they are under the 24 hours to avoid spreading any possible stomach bug.
- All other illnesses - please keep your child home if they are showing excessive symptoms that would hinder their ability to learn i.e. excessive cough and congestion, extreme sore throat, etc. Attendance is important, and if your child is feeling up to attending school, they should, however, we want to avoid the spread of germs, so please be mindful of symptoms.

## ***ILLNESS - LICE, PINK EYE, etc.***

Certain illnesses, infections, parasites are more contagious, and therefore need to be treated more carefully.

- Pink Eye - if a student is showing signs of pink eye, please consult your doctor. BCS will send a student home if they show symptoms of pink eye / eye infection, and that students must then stay home for at least 24 hours following initial treatment\*
  - \*Consult your doctor for specific treatment needs, length of absence following BCS's required 24 hours.
- Lice / Scabies (parasitic infections) - if lice, scabies, etc. is discovered, that student must be treated immediately, and rechecked / retreated\* 24-48 hours following the first treatment before returning to school (\*depends on which treatment is used\*); siblings should also be checked at the first confirmed household case and rechecked at 24 hours before coming to school. Please see the CDC guidelines for suggestions on treatment / removal:  
<https://www.cdc.gov/parasites/lice/head/prevent.html>
  - The office keeps any lice diagnosis confidential! Only the homeroom teacher and any

special teacher that the student was in contact with will be informed. Homeroom will be informed if 2+ cases are confirmed; Whole campus and/or school will be informed if multiple classrooms are affected.

### ***INJURY***

In the case of minor injuries, the students are to report to the teacher on duty. If injury seems more than a basic cut/scrape/bump, parent will be notified. Head injuries will be an automatic phone call home. BCS will follow all concussion protocols before allowing the child to return to class. If a child is showing signs of a concussion, the parent will be notified right away and is required to come get their child.

### ***INSURANCE***

Parents are required to carry insurance to cover any injury obtained at school or at a school function. They are expected to submit information about insurance during registration.

### ***LEAVING DURING SCHOOL HOURS***

No child may leave the school premises without the written authorization or personal escort of a parent/guardian. Students will check in with office personnel at departure time and wait in school to be picked up.

### ***LIBRARY***

Burlington Catholic School has a full library at each campus. All students have library privileges, although only classes in K4-4th grade will have a scheduled library time each week. We believe that reading is an integral and essential part of education; therefore, we maintain a library to motivate and stimulate interest in reading for enjoyment, study, research and learning library skills.

A few notes about our library program:

- **Check Out** - Number of books a child may take out or have out at any given time is at the discretion of the classroom teacher.
- **Renewal** of books can take place for the same amount of time.
- **Fines** - a fine of 20 cents per day will be assessed for each overdue piece of material. This fine will be charged on the days the library is open, i.e. Monday through Friday. Since the library is not open Saturday and Sunday it is not appropriate to charge a fine on those days. Once the student has a fine, he/she may not check out any more material until the fine is paid.
- **Overdue book fines** are to be put in an envelope with the student's name and room number written on the envelope and sealed. This money is used for library needs.
- **Lost Material Policy** - If library material is lost the student will be charged the replacement price of the material. Damaged material will be assessed a fine based on the cost of repair by the librarian.

### ***LITURGY***

All grades will attend mass one day a week - St. Charles campus (Tuesday); St. Mary campus (Friday). Each class during the year will plan for this Liturgy, with appropriate readings, responses, petitions and songs. Students are required to attend mass each week. If a parent wishes to excuse their child(ren) from mass, the parent must meet with the teacher ahead of time and provide written

approval to be excused. That excused student will then sit in the main school office and work silently and independently. Reminder that on Mass days, students cannot wear shorts.

### ***LOCKED DOOR POLICY***

For the overall safety of the students, all doors will be locked during the school day. The front entrances at both campuses are locked all day and have a buzzer system to allow access to the school. Security cameras (without sound recording) are installed at the main entrances and throughout the school / parking lots at both campuses.

Students are instructed not to let anyone in the building. Please do not knock on the doors and encourage students to let you in - the main offices will buzz you in as quickly as they can.

In addition to the exterior doors, all interior doors are also locked at all times and work on a fob system.

### ***LOCKER ROOMS***

Locker rooms are used during physical education classes at the St. Mary campus and both campuses for sporting events. The locker rooms must be kept clean at all times. If a locker is used, a lock purchased by the student must be used. Cell Phones, food and drink are **not allowed** in locker rooms. All lockers are subject to search at administrative discretion.

### ***MEDICAL APPOINTMENTS***

If possible, parents are encouraged to have medical and dental appointments arranged for non-school time. If an appointment must be made during school hours, school offices and the classroom teacher should be notified ahead of time.

### ***MEDICATIONS***

If students need to take medication (whether prescription or non-prescription), the school office must have appropriate documentation. For prescription medication, parents must fill out the Archdiocesan form for prescribed medication. For non-prescription medication, a signed non-prescription form from the Archdiocese of Milwaukee will be needed - this includes cough drops! By law, Burlington Catholic School cannot administer any medication without written consent. Students on medication have the responsibility to come to the person designated to dispense the medication and request their medication. All medications must be kept in a marked container and prescription medication should be in the original container. A log of medication use is kept in the school office. Students may self-administer certain emergency prescription medications such as inhalers and glucagons under the supervision of school staff.

### ***MOVIE POLICY***

All teachers will preview movies and documentaries. Teachers will use G rated movies whenever possible. Any movie other than G will be with written notification to the parents. If a parent or guardian objects to the child viewing the material, he/she should notify the teacher in writing and alternate arrangements will be made for the student during that time period.

## ***MUSIC PROGRAMS***

### ***General Music:***

All students participate in weekly music classes with a certified music teacher. Students in grades K4-4th grade will attend a general music class two times per week and are required to perform in the school music concerts (Christmas and Spring).

### ***5th - 8th grade Music Credit***

Students in grades 5-8 will take Choir or Band as their music elective. All classes are taught by a certified teacher. All students are required to perform in the school music concerts (Christmas and Spring). If a student is unable to participate in the performance, a written assessment as well as performing one's pieces (solo, duet, or trio) will be required.

## ***NON-DISCRIMINATORY POLICY***

Burlington Catholic School admits students of any race, religion, color, national and ethnic origin to all rights, privileges, programs and activities made available to students at this school. It does not discriminate on the basis of age, sex, handicap, race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarships, and athletic and school administered programs.

It furthermore does not discriminate on the basis of age, sex disability, race, color, national or ethnic origin, ancestry or marital status in its employment policies and practices, except where it is exempt from compliance by religious tenets.

## ***NOTIFICATION OF PARENTS WHEN POLICE TALK TO STUDENTS***

Every attempt will be made to contact a student's parent or guardian when a police officer wishes to interrogate a student, however, the administrator is not required to notify parents before allowing a student to be questioned by police. Burlington Catholic School adopts the Archdiocese policy: Police Questioning and Apprehension (5145).

## ***PERSONAL PROPERTY AT SCHOOL***

Students should not bring personal property, such as cameras, toys, electronic games, etc. to school unless the teacher gives permission (show and tell, a classroom project or event). However, students may bring cell phones that must be turned off and left in the student's locker for the entire day (see Technology Usage / Cell Phone Use). If a cell phone is found in a student's possession during the school day, it will be taken away by the teacher until the end of the day (if it happens again, the student and parent must pick the cell phone up in the main office after school). Any student who brings such items takes full liability for them. A teacher may remove an item from a student's possession if he/she believes it is distracting, or if it might cause a problem. The item will be held by the teacher or administrator. A Personal Device Release Form must be filled out for students to use their own device as directed by the teacher.

## ***PHOTO AND VIDEO RELEASE***

Identified photographs of students may be published with written and dated permission forms from

parents. Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.

### ***PHYSICAL EDUCATION***

Physical Education is a state requirement and required for all students unless excused by written request of the family physician. Parents may occasionally request a 1 or 2-day excuse from physical education with a written note. Physical education classes shall be offered to all students.

Each student must have an extra pair of athletic shoes for gym. Students in grades 4-8, have the option of changing into a t-shirt with sleeves (no holes) or sweatshirt and shorts or sweat pants for gym class. Shorts must be appropriate for physical activity - no jean shorts. They are expected to take gym clothes home each week to wash.

### ***YEARBOOK PICTURES***

Pictures of every student will be taken during Back to School Night. The pictures will be used in the annual school yearbook as well as student ids/hot lunch cards. School pictures are considered a service offered to the families. Parents are not required to purchase the school pictures. School pictures are taken and used throughout the year for marketing purposes with parental permission that is requested at the beginning of the year. If a family missed the initial yearbook picture day or they are not satisfied with the initial photos, retakes will be offered in October.

### ***PLAYGROUND RULES***

The designated playground area includes the whole blacktop area on both campuses. The following rules are in effect:

1. Follow the supervisor's directions at all times.
2. NO rough physical contact, NO Red Rover or tackle football will be allowed.
3. Students should be on their feet at all times.
4. **ALLOWED:** playground balls, nerf balls, jump ropes. Grades 6-8 are allowed to have leather footballs, but they **MUST** be kept away from cars on playground or will be confiscated. Grades 1-5 must use nerf balls.
5. **NOT ALLOWED:** bats, turbo balls, standing on slide, picking up wood chips or snow.
6. Physical fighting/rough housing of any kind as well as verbal harassment of any student will result in strict disciplinary action.
7. Students may not re-enter the buildings when out for recess without permission.
8. Students must have adult supervision when retrieving a ball from outside the playground area.

If students do not follow the rules, the teachers on duty reserve the right to ask the students to sit out or go to the office. Classroom teachers will be informed of any recess issues and may choose further discipline.

Want to volunteer for recess duty? Contact Mrs. Berg - [eberg@ourbcs.org](mailto:eberg@ourbcs.org) or the classroom teacher. All recess volunteers must be up to date on all Safeguarding.

### ***REPORT CARDS***

Report cards are issued each trimester and are to serve as a guide to both students and parents in evaluating past work and character traits. The first report card is given to the parent at conferences. This conference is mandatory. All other report cards will be sent home with the students. The **report card envelope** must be signed by the parent and returned to the issuing teacher by the due date specified.

### ***RETENTION***

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted according to the guidelines in Archdiocesan policy 5123(a). There is no number of legal absences that constitutes automatic retention. Students shall not be retained for more than one school year during elementary school.

### ***RETURNING AFTER AN ILLNESS***

When a student returns to school after an illness at home, it is assumed that the student will be able to participate in his/her regularly scheduled activities and classes. If there should be limitations on some activity, we ask that the parents send a note specifying what exceptions should be made. It is the students' responsibility to make up their work.

### ***REWALD TUITION ASSISTANCE***

Burlington Catholic School has been included in a tuition trust fund set up by A.B. and Jeannette Rewald. This fund was established to help parents send their children to a Parochial school who may have found it financially difficult to do so. Further information is sent to all families during the school year as to the availability of applications and the deadline dates. Deadline for 2020 is April 15th.

All applications are reviewed by a committee designated in the Rewald Will. All applications must be filled out completely and must include a copy of Federal income tax forms. All information will be kept confidential. Any financial assistance you may receive will be paid directly to the school.

### ***SCHOOL SUPPLIES***

All students are required to have various school supplies during the school year. A school supply list will be available in the spring of the year. There are always copies of the supply list located in the school office and online at [www.ourbcs.org](http://www.ourbcs.org). The required items are essential to your child's education. Please make every attempt to purchase these items for the beginning of the school year and replace necessary items throughout the school year.

### ***SEARCH AND SEIZURE***

#### ***Student Lockers and desks:***

The principal, business manager and staff members specifically delegated by the principal/business manager shall inspect the student lockers and desks and any items in the lockers and desks periodically.

The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

If lockers are to be locked, students must use school furnished locks on the lockers. Any other locks will be confiscated by school authorities.

All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.

### ***Canine Locker Search***

As part of our commitment to make sure our school is drug free, we may periodically conduct a dog search of the school in conjunction with Catholic Central High School.

### ***SERVERS FOR MASS***

Students in grades 5-8 interested in serving at Mass will be given instructions and preparation. When students are deemed ready, they will start serving at weekday morning Masses and progress to weekend Masses. Training will take place second semester of 5th grade.

### ***SEVERE FOOD ALLERGIES***

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (obtain Form 5140.2d at school office). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school. BCS does not guarantee elimination of any food products that may cause the student to have an allergic reaction. We will, in good faith, provide accommodations to provide an environment that is as free as possible from the allergy producing food products. BCS teachers will send a letter of notification to parents in those grade levels requesting the snacks, lunches, and treats that do not contain the allergen. In addition, BCS will provide an allergy controlled table for students with severe food allergies if necessary.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for the individual and their families.

### ***SPECIAL SERVICES***

#### ***Children with Exceptional Needs***

Not all Catholic schools in the Archdiocese are able to offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into Burlington Catholic School, the school shall inquire as to whether the student has a history of or is presently eligible for a special education and related services available under the Individuals with Disabilities Education Act

(IDEA).

The 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 eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Whenever the local plan for the identification and intervention of special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services.

### ***Physical Handicaps / Special Medical Needs***

If a student has any problem that might impair his/her performance in the classroom, we ask that you make this known to the school. We can thus ensure that children who have hearing or vision problems will be seated close to the center of instruction. The school should be informed of any possible incidents of epilepsy, extreme reactions of diabetes, allergic reactions to food or insects, or asthma so that we can be alert to the signals of medical need.

### ***Speech Help and Title I Services***

Speech help is provided to qualifying Burlington Catholic students by specialists from Racine County through the Burlington School District.

Title I Service is supplied to Burlington Catholic students who have been determined to have specific needs in the area of reading. Testing is done at the beginning of each year. State requirements and money available determine the number of students in the program.

### ***STUDENT RECORDS***

The school keeps educational records for each student which reflects the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development.

A cumulative record for each student is kept on file in the school office. These are permanent records that include the following information: scholastic records from Grades K-8; results of standardized tests; results from any psychological tests; attendance and tardiness records; personality and social ratings; health records; promotion and retention, and any other appropriate information.

Burlington Catholic School follows State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

### ***TELEPHONE USE***

***Office Phone:*** Student use of the office telephone is limited and only with the approval of the teacher and the school office. Students will be allowed to use the phone for any change of schedule or

emergency. **Students are expected to have all necessary materials at the start of every day and should not have to call home for them.**

***Student Cell Phone:*** Student cell phones are kept in backpacks and powered OFF during the school day. NO CELL PHONES ARE PERMITTED IN LOCKER ROOMS AT ANY TIME, including within athletic or drama practices. Cell phone ‘drills’ may be conducted by the principal to ensure they are stored in the proper place during the school day. (See Acceptable Use / Personal Devices)

### ***TESTING PROGRAM***

The Forward exam will be administered to all students in grades 3-8. This is a state online assessment. Results will be provided to parents once received back from the assessment company. A state report card will be given to the school with comparison data after three years of administering the assessment (for BCS, 2022).

In addition to the Forward exam, students in grades 1-8 will take the MAP testing (Measures of Academic Progress). This is administered three times per year in fall, winter, and spring.

### ***TUITION***

The cost of operating a school is quite high and it is borne for the most part by the parents who send students to Burlington Catholic School. The following tuition rates have been established for the 2021-2022 school year:

1 Child	\$3661
2 Children	\$6724
3 Children	\$8616
4 Children	\$8927
5 Children	\$9157

### ***TUITION PAYMENT POLICY***

#### ***FACTS Tuition Management Company***

All families will pay tuition through the online company: FACTS. FACTS is an Automatic Bank Payment Plan. Through the **FACTS Payment Plan**, Burlington Catholic School has chosen the following payment options:

1. Single payment due on or before August 21st, 2023 by check, cash or credit card. (MasterCard, Visa, Discover or American Express). This payment is made directly to the school.
2. 2-10 Monthly Payment through our FACTS program: Automatic bank payments budgeted over 10 months (August 2023 through May 2024). Payments can be made on either the 5th or the 20th of the month. There is a \$41.00 fee per family, per year for this payment option.

No student shall be refused an education at Burlington Catholic School if one of the above payment arrangements is made. In the case of delinquent or nonpayment, students will not be admitted for the following school term unless arrangements have been made and approved by the Business Manager,

Principal, and Board of Directors.

### ***TUITION ASSISTANCE PROGRAM***

Burlington Catholic School has a program that assists qualified needy parents in making partial tuition payments. An appointed committee reviews applications. This program welcomes donations, bequests from wills and/or estates. Please also see Rewald Scholarship in handbook.

Parents who request tuition assistance consideration must have children enrolled at Burlington Catholic School. Applications are reviewed in confidence by the committee and must include evidence of financial need as well as a copy of your income tax records. Any additional information you wish to supply must be stated on the application and will also be kept confidential. All tuition grants will be paid directly to the school.

BCS also has other assistance programs available including the Weis Scholarship (needs based to any family), and for parishioners, the Eckert Scholarship (St. Charles) and Funds for Friends (St. Mary). Parents must meet with the principal to discuss these options as well as fill out an application.

### ***TUITION REIMBURSEMENT - see WITHDRAWAL***

### ***VACATIONS***

We discourage those planned at a time when school is in session. Extended absences disrupt the learning process for most students. The absentee is always at a disadvantage since it is impossible to repeat the experiences that occurred during their classes. If student(s) miss MAP Testing or Forward testing because of vacation, testing may or may not be made up. **Homework will not be given prior to an absence due to a vacation.** It will be given to the student when they return to school. Students are allotted the same number of days missed to complete the work. (i.e. if a child misses three days of school, they have three days (including weekends) to complete the work.) In grades 6-8, it is the student's responsibility to make arrangements with the teacher to get assistance if needed outside of the school day either before or after school. Reminder that students CANNOT be on virtual instruction while on vacation as it is a distraction to the other students and staff.

### ***VISITORS***

All visitors must check in at the school offices, sign in, and wear a visitor pass. If you need to pick up a child, drop off a child or an assignment, or if you wish to see a teacher, please stop at the office. Parents who wish to visit / volunteer in the classroom, but be fully Safeguarded. (*see Safeguarding All Gods Children*). In the case of a special occasion, a parent may also join their child for lunch, however, parents must get prior approval from administration before attending lunch.

### ***VOLUNTEERS***

BCS wants ALL parents to volunteer whether in the classroom, on the playground, or on a field trip. To volunteer at school / after school in any way, parents must complete the Safeguarding All Gods Children class and renew online every five years. See *Safeguarding All Gods Children* for more details.

### ***WEAPON FREE ZONE***

Burlington Catholic School is maintained as a weapon free zone in protection of the 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. This prohibition does not apply to law enforcement officers discharging their official duties. Any person in violation of this policy shall be immediately reported to the police.

### ***WISCONSIN PARENTAL CHOICE PROGRAM ADMISSIONS POLICY***

The school accepts Choice applications during open application periods (February to April) and makes eligibility decisions based on student residence, income, and prior year attendance. Students in grades 4K, 5K and 1st must also meet age requirements (September 1st - 4, 5, or 6). At the end of the application period, a random drawing is completed when necessary, and parents are notified of the admission or non-admission to the Choice program. Parents accepted must notify the office immediately to claim their seat.

Once accepted into the Choice program, families will only need to fill out the yearly application and submit proof of residency. However, due to increased popularity, there is not guarantee a family will be accepted into the program. Please make sure to keep a close eye on the deadlines for applications and proof of residency. Contact Mrs. Berg for questions!

\*Families new to BCS who come from a different Choice school or public school *may* qualify for Choice regardless of grade level - application periods, residency requirement, and income limit still apply!

**Random Selection Drawing within Choice:** If the number of eligible Choice applications for any grade level that are submitted during the open application period exceeds the number of Choice seats available for that grade level, DPI will have a random selection drawing to determine which applicants are accepted. If an applicant is not selected for a seat in the drawing, the student is placed on a Choice waiting list based on the order in which they were selected. An applicant will be notified within 60 days after receiving the application, in writing, whether the application has been accepted or rejected. If the school rejects an application, the notice shall include the reason.

### ***WITHDRAWALS***

If a family plans to move from the school, the parents are to notify the principal before the actual move. The same procedure applies to parents withdrawing students for other reasons. Records can be prepared for transmission to the receiving school upon request. All records or copies of records are sent only at the request of the school where the child is to be registered. All psychological testing results will only be released after receipt of the signature of the parent or legal guardian.

### ***TUITION FOR STUDENTS WHO WITHDRAW***

Tuition will be charged by trimester. Families who withdraw from BCS will be charged based on the date of withdrawal. Below is a breakdown of the dates families must withdraw in order to be charged the least amount:

- First Trimester: September 6, 2022

- Families who withdraw on or before this date will only be charged the registration fee of \$100 and be reimbursed any other paid tuition. After this date, tuition will be owed for the entire first trimester along with the registration fee.
- Second Trimester: December 4, 2022
  - Families who withdraw on or before this date will only be charged the first trimester's tuition and registration fee. After this date, tuition will be owed for the entire first and second trimester along with any unpaid fees.
- Third Trimester: March 18, 2024
  - Families who withdraw on or before this date will only be charged the first and second trimester tuition and registration fee. After this date, tuition will be owed for the entire year along with any unpaid fees.

Students who withdraw in the middle of a trimester for the following reasons will be charged a prorated per day tuition amount:

- Primary residence changes to outside of 40 miles of BCS
- Disability or death of child.
- At the discretion of the Administrator or Pastor.

The Business office will calculate how many days of school have been completed and charge accordingly. If tuition was paid in full, a reimbursement check will be given minus the per day cost and related fees.

### ***VIRTUAL LEARNING\****

Virtual learning will NOT be offered for the 2022-2023 school year UNLESS the entire campus or school closes due to COVID-19 or other unforeseen circumstances. If virtual learning needs to be implemented, below is the approved policy:

#### ***Virtual Instruction Rules:***

When the school / campus is required to quarantine due to increased COVID-19 cases or other unforeseen circumstances, students may be required to stay home and learn virtually from our BCS teachers using live instruction, pre-recorded instruction, and posted assignments. Students will:

- Use Google Classroom and / or Zoom as their main source for lesson plans, schedules, and assignments.
- Be required to be online all day, in uniform, learning with his/her classmates.
- Attend special classes whenever a class is offered. This may require them to leave one link and join another.

- Pick up / drop off completed assignments assignments at the beginning of each week (teachers will specify if the day / time is different or if there is nothing to pick up / drop off)

In a quarantine situation, teachers will provide the student with a school Chromebook and materials to prepare for virtual instruction. Once quarantine has ended, that student will return to the classroom face-to-face along with their materials and Chromebook. Those who are fully virtual will keep their materials and Chromebook at home for the duration of their virtual learning.

### **Burlington Catholic School Covid-19 Safety Plans August 2020 - UPDATED August 2022**

Burlington Catholic School in collaboration with:

- American Association of Pediatrics (AAP)
- Center for Disease Control and Prevention (CDC)
- Department of Public Instruction (DPI)
- Archdiocese of Milwaukee
- Central Racine County Health Department (CRCHD)

has established the following plans for the 2022-2023 school year. These protocols / guidelines are in addition to or an addendum to the regular BCS handbook. Please know that COVID-19 is constantly changing and therefore, we may need to adjust these plans at any time with little notice.

#### **Instructional Plans**

##### **1. In Person Five Day, Full Day - ONLY Model for 2022-2023:**

Students and staff will be in the classroom full time. No virtual learning will be offered even in the case of a positive household case. Only in the event that the entire campus or school needs to close, would option #2 be needed.

##### **2. Virtual (not currently an option for 2022-2023):**

When the campus or school is required to quarantine / learn from home due to increased COVID-19 numbers and / or other unforeseen circumstances, students will stay home and learn virtually from our BCS teachers using live instruction, pre-recorded instruction, and posted assignments. Students will use Google Classroom and / or Zoom as their main source for lesson plans, schedules, and assignments. As with last year,

students in virtual will be required to be online all day, in uniform, learning with his/her classmates. They will also attend special classes whenever a class is offered.

### **School Safety Protocols / Adjustments**

#### **1. Cleaning / Sanitizing**

- a. IEM, BCS's maintenance team, will clean touch points throughout the day as well as nightly deep cleaning using special cleaners and "sprayers" - all protocols are available in the school offices if parents wish to see any of the specifics related to cleaners, cleaning procedures, etc.
- b. Teachers will sanitize desks, chairs, toys, touch points, etc. within classrooms between classes / when needed using the approved cleaners.

#### **2. Sanitizing Hands**

- a. Hand sanitizer dispensers were installed in each classroom, office, hallway, and entrance.
- b. Students, upon entering and/or exiting a classroom, will use hand sanitizer / wash hands before entering the next room.
- c. Students are also encouraged to bring their own miniature bottles if they wish.

#### **3. Cafeteria Updates**

- a. Cafeteria seating at both campuses has been adjusted by campus:
  - i. St. Mary campus sits by grade level in a designated section of the cafeteria
  - ii. St. Charles campus sits by class / grade level 4 students to a table
- b. Students will enter the cafeteria quietly and respectfully
- c. Cards will be scanned while in line
- d. St. Mary campus - salad will still be an option, however, the salad will be premade
- e. Schedule for lunch periods have been adjusted to allow for less classes in the cafeteria at one time (K3/K4, K5/1st, 2nd/3rd; 4th, 5th/6th, 7th/8th)
- f. We are still limited cafeteria volunteers as we have enough staff to cover at this time; if you wish to volunteer, please let the office know!

#### **4. Volunteers / Visitors**

- a. Parents are encouraged to volunteer in classrooms - all volunteers must be Safeguarded. Upon arrival, volunteers should stop in the main offices to sign in and get a visitor badge
- b. Parents may also volunteer to work outside at recess, but again, must be Safeguarded.

#### **5. Field Trips**

- a. We will again be able to have field trips! Mask policies related to the bus and field trip destination may vary. Teachers will make sure parents and students are informed of these policies ahead of time.
  - i. Currently, Thomas Bus in accordance with local regulations, does NOT require masks to be worn. However, certain venues in accordance with city policy may require face covering.

## **6. Mass**

- a. St. Charles Church and St. Mary Church will have all\* grades attend mass each week. If an all-school mass or all-campus mass is needed, we will use the gyms to allow for proper social distancing. (Tuesday at St. Charles and Friday at St. Mary). \*K3/K4 will begin attending Mass for holy days of obligation and slowly increase in attendance.

## **7. Athletics**

- a. All fall, winter, and spring athletics can be played again this year! Special COVID protocols may need to be followed as per the Archdiocese or gym being used. Parents and athletes will be updated prior to the events

## **8. Drop Off / Pick Up Procedures**

- a. Per the recommendation from the Central Racine County Health Department and Archdiocese of Milwaukee, parents are asked to please stay in their cars during drop off and pick up
  - i. St. Charles campus:
    1. Car line - this is the preferred method for drop off and afternoon pick up (same procedure as last year). This helps to avoid large groups and keep our staff and students safe and spaced out. In addition, it will allow Mrs. Berg / Mrs. Cook to identify who is picking up to ensure the correct students go home with the correct driver.
    2. Park and wait by gate: if you do not wish to use the car line, you will need to stay off the playground and wait by the gate as you did last year - teachers will walk the students to you; we have many new families, so this form of pick up may take longer until staff can recognize parents.
  - ii. St. Mary campus - all families will pull up along Randolph Street and students will walk in from there; If you park, please wait by the gate for your student(s) and ALWAYS use the crosswalk.
- b. Please note: we do have a nice increase in enrollment this year at both campuses. Please be patient as new families learn the drop off and pick up procedure.

## **9. Temperature Checks**

- a. BCS will not take temperatures of students or staff unless needed - we request that parents take temperatures of students each morning before school
  - i. The CDC suggests any temperature 100.4 F or greater is considered a fever. If your child has a fever, do not send them to school!
  - ii. Student must be fever free without medicine for 24 hours before returning to school. We apologize in advance, but Mrs. Sekeres and Ms. Mara will send your child home if they have not been fever free for 24 hours. For example, if your child was sent home on a Tuesday with a fever, plan for them not to return until Thursday.

### **Procedures Related to Exposure / Confirmed Covid Case:**

- 5-day, 5-day Rule

- Students and staff that test positive for COVID-19 require 5 days of quarantine for a positive case, followed by 5 days of masking at school.
  - If a parent does not wish for their child to be masked, they must stay home for the full 10 days.
    - No virtual learning will be available, so teachers will simply post assignments, etc. on Google Classroom and / or provide packet work. The student has as many days to complete work as they were absent - i.e. if they missed three days of school, they have three days (including weekends) to complete the missing work. If they need assistance due to the missed instruction, please contact your teacher!
- Currently, family members who are symptom free do NOT need to quarantine along with their family member who is positive, however, BCS strongly encourages that students who live in a home with a positive case, mask for 5 days to help minimize possible exposure.
  - If symptoms develop, that student must stay home and get tested; if family does not wish to test, BCS will assume that student is positive and require 5 days of quarantine, followed by 5 days of masking
- A confirmed case does not automatically mean a class or school shutdown

### **Attendance**

- BCS is required by the Department of Public Instruction to track attendance and instructional hours.
- If your student is too sick to come to school, rest up and return to school healthy!
- Students absent more than two days consecutively will need a doctor's note as our regular attendance policy states
  - Please see "Attendance (absent / tardy)" for more information

### **Technology**

- Chromebooks will NOT be allowed to go home with students for the 2022-2023 school year unless the entire campus / school needs to shut down and move to virtual learning.
- In the event that a Chromebook is sent home, the parent / student is responsible for proper use. See Technology Usage for details

### **Virtual Student Guidelines**

\*For the 2022-2023 school year, we will not be implementing virtual learning. However, in the event that virtual learning is necessary, please see the policy below:

### **Attendance**

- Students must be online by 7:50 (St. Mary) or 8:00 (St. Charles) for prayer, mission statement, pledge, and announcements - this is how we will take attendance each day
  - Some students will then stay on or move to a different link for their first hour class
- If sick and cannot be online, please contact the school office as you normally would do to call in a student - attendance is required. If a student is habitually absent and / or tardy, BCS reserves the right to ask that student to return to school face-to-face. In addition, as per Wisconsin State Law and DPI, if a student is habitually absent or tardy, they are considered

truant. BCS is required by law to report truant students, virtual or in person. Please make sure you are on time, ready to learn.

- Students must be present for every scheduled class assigned including special classes - some classes are recorded, but most are not. Please stay in close communication with teachers on when students should be online.
  - If students check in at 7:55, but do not come to other classes assigned, we will mark them absent and contact home
  - We are required by the Department of Public Instruction to publish virtual students' instructional hours
    - Truancy policy as stated in the handbook does apply to virtual students as well as face-to-face.

### **Dress Code**

- Students will follow the same dress code as face-to-face students
- Uniforms are required unless a scheduled out of uniform day
  - Students do not need to wear masks at home, but if they choose to, they must follow the mask dress code as noted above.

### **Video / Sound / Location**

- Students must have their camera on and sound muted, but available to turn on
- Students must be at a table or desk and in a regular chair in an open area
- Students should NOT be on their bed or couch
- Students must stay on the screen, engaged through the entire lesson

### **Calendar**

- Virtual students will follow the same calendar as face-to-face students including Christmas break, etc.
- We ask that families try to avoid vacations during regularly scheduled classes - if you are going on vacation, please notify the teachers and office as you normally would; virtual learning will not be allowed while on vacation due to student distraction.