

SAINT FRANCES CABRINI SCHOOL
Parent / Student Handbook



529 Hawthorn Drive
West Bend, WI
262-334-7142

Father Nathan Reesman, Pastor

Mr. Will Waech, Principal

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Saint Frances Cabrini Parish is extremely blessed with people, facilities and resources. It is our call to employ these blessings to do God’s will as Mother Cabrini did in her ministry. In following her example, we are individual and communal missionaries for Christ.

VISION STATEMENT: Inspired by our Catholic tradition, Saint Frances Cabrini will provide the highest quality programs possible from early childhood through eighth grade to nourish the body, mind and soul of each student, and help them become faithful servants bringing Christ to the world.

MISSION STATEMENT: At Saint Frances Cabrini School, our Mission is to **Serve** as Christ served, *and be formed* by the exceptional academic curriculum and the **Catholic** Faith.

Parish School: The relationship between a diocesan bishop and Catholic school recognized as Catholic but directed by a lay board is primarily one of collaboration and cooperation. The institution must have the written recognition as being Catholic by the diocesan bishop before describing the school as Catholic. (c.803, 1) The diocesan bishop has the right of coordinating all of the apostolic action within the diocese including these Catholic schools. (c.394, 1)

Staff

Principal	Will Waech
Administrative Assistant	Cathy Fichtner
Administrative Assistant and Communication Coordinator	Kristin Bayer
School Counselor	Olivia Matenaer
School Lunch Coordinator	Carol Wisby
School Lunch Assistant	Jean Breuer
K3 Teacher	Sarah Heinen
K3 Teacher	Margee Mauney
K4 Teacher	Pat Kraemer
K4 Teacher	Deb Lehnerz
K5 Teacher	Emily Graper
1st Grade Teacher	Julie Endlich

2nd Grade Teacher	Amanda Wanie
3rd Grade Teacher	Ann Taylor
4th Grade Teacher	Carrie Kastaneck
5th Grade Teacher	Jenny Zarling
Middle School Science	Katherine Vogel
Middle School Math	Terry Gardon
Middle School Social Studies	Brian McElmeel
Middle School ELA	Tracy Lehnerz
Physical Education Teacher	Cheyenne Broeckel
Art Education Teacher	Deb Pettit
Music Education Teacher	David Pecsí
Literacy Specialist/Support Teacher	Cheryl Liebetrau
Literacy Specialist/Support Teacher	Jennifer Reineck

GENERAL SCHOOL INFORMATION

CALENDAR

The school calendar generally follows the West Bend School District public school calendar in daily scheduling, in part to facilitate transportation, and is found on our website

DAILY SCHEDULE

Times within the school day are approximate and are subject to minor modifications throughout the school year to accommodate special circumstances.

Drop off begins no earlier than 7:30, if you need care prior to that time, contact Andrea Morris at amorris@wbparishes.org.

Students entering the building before 7:40 A.M. must go to their homeroom.

7:30-7:40 A.M.	Drop Off- Meet in Multi-Purpose Room
7:45 A.M.	Tardy bell rings. All students are to be in their classroom.
2:50 P.M.	Dismissal

EXTRA-CURRICULAR ACTIVITIES

A variety of activities are offered. Please see the website for more details.

FIELD TRIPS

A parent/legal guardian permission slip/indemnity agreement needs to be completed and returned prior to the field trip. Parents are not allowed to bring their child to the field trip in their own car. If a child needs to leave the field trip for an appointment or something similar, the school needs a written note. The office has the necessary forms. All parents/volunteers attending field trips must have proof of completion of the Safeguarding program on file prior to the field trip date.

LOCKERS

A locker will be provided for each student for the purpose of storing outdoor apparel, books and supplies.

LOST AND FOUND

Lost items will be placed on a table in the multipurpose-room. Unclaimed items will be given to the SFC Rummage. Items of significant value will be held in the office for a period of time.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is responsible to the Pastor and Parish Council of St. Frances Cabrini Parish. It abides by the constitution and by-laws of the Parish in carrying out its educational and formational mission. The council serves as an advisory board to the principal. Terms are 3 years.

David Schmidt	Chair
Joelle Jrolf	Councilor
Danielle Haugh	Councilor
Ben Kraemer	Parishioner
Patti Lester-McWhinney	Councilor
Laura Keller	Councilor
Jaime Schlomer	Councilor

STUDENT PICTURES

There may be times during the year when your student’s picture could appear either on our website or as part of our school marketing materials. Unless we are notified in writing by the parents not to use them, we may utilize the pictures.

STUDENT RECORDS

The Archdiocese of Milwaukee Cumulative Record for each student is kept permanently on file in the school.

SUPERVISION AFTER DISMISSAL

It is important for parents to be aware that there is **minimal supervision after dismissal** in the afternoon with the exception of pre-arranged after school care or homework center. If for some reason your child needs assistance, they are asked to re-enter the building. Students in the building more than 15 minutes

after the final bell will be required to attend after school care and the family can be charged for the supervision.

TUITION and SCHOOL FEES

Based on the parish and school budgeting process, the Parish Finance Committee establishes the tuition rate annually. It must be understood that the annual tuition is, in most situations, less than half the cost of educating your child. **Approximately 45% of the entire Saint Frances Cabrini School budget is financially supported by the total parish.** Parents wishing to send their children to this parish school are expected to actively support the parish through their stewardship of time, treasure and talent.

Saint Frances Cabrini Parish also has an Education Fund, which is used to support various formational and educational needs of the entire parish community. The Education Fund annually provides monies for general tuition subsidy to all school parents. Additional tuition assistance for those in financial need is also made available by this Fund. All school families annually receive financial aid application information at the time of registration.

There is an optional discounted tuition schedule for families with more than one child enrolled in the same school year. The tuition rate is based on the average cost of education per pupil at St. Frances Cabrini School for the year the child will be enrolled. This rate, including optional Parish subsidy and Educational Fund Subsidy are established annually as part of their budgeting process.

Tuition payment schedule options are established annually and can be found in the Registration and Tuition Payment Contract on our website. There will be no cash discount for lump sum tuition payment. Any fees on checks processed as non-sufficient funds will be the responsibility of the person/s issuing the check/s. At the end of the school year all uncollected tuition may be referred to a collection agency if an agreement cannot be reached.

No child will be denied an education at Saint Frances Cabrini School based merely on financial ability.

Parents who feel that they have circumstances which merit an exception to the financial obligations should discuss the matter with the Principal or Pastor. All discussions will be treated with the utmost respect and confidentiality. Additional information about financial assistance is included in the Registration and Tuition Payment Contract on our website.

Development

To help keep tuition costs low and to achieve certain items to support learning, Saint Frances Cabrini host several fundraisers throughout the year. Provided is a list of fundraising events.

Together Event Dinner Auction- Saint Frances Cabrini's largest fundraising event, is held annually in early March. The evening includes a social hour, silent auction, raffles, catered dinner, live auction and entertainment. There are many volunteer opportunities involved with this event and all families are encouraged to attend.

Cash Calendar- A fun raffle for all to participate in! At the beginning of the year we ask families to sell Cash Calendars for \$25. After selling, the tickets are all put together and a winner is pulled every morning of school days. Through the year the school will give \$8,000 in cash prizes!

Golf Outing- Held annually in early summer, this event is a best-ball format. All abilities are welcome to participate.

Give Back Nights- Once a month the school will collaborate with a local restaurant to provide a Give Back Night. The local restaurant will agree to give part of the proceeds back to school from that night sales. It is a great way to feed your family and help the school.

Annual Fund- To help cover the difference between tuition charged and the actual cost to educate. The annual fund is a simple ask for a cash donation to help cover that cost.

Box Tops For Education- We also collect box tops to earn money for the school. It now is done through an app that scans your receipt.

Book Fairs- Generally 2 times a year we will have a book fair to promote reading in the school. It also acts as a fundraiser as part of the proceeds go back to the school.

VISITOR ENTRANCE POLICY

Every precaution is taken for the children's safety. During the school day, all doors are locked. **All visitors will need to be buzzed into the school and must register at the Office.**

VOLUNTEERING

The administration and School Committee at St. Frances Cabrini strongly believe that parental involvement and participation in school activities is not only a means to show support for the faculty and the school, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by our school to our children. Parents of K3 and K4 students are also encouraged to volunteer as in class parent helper approximately one time per month throughout the school year. The teachers in these classrooms coordinate these volunteer days, please see the Parent Volunteer Program Form on our website for more information.

ATTENDANCE

Because we want to be certain the children are accounted for and safe, it is important that the school and home share the responsibility in helping children develop habits of promptness and attendance which are important in a learning environment. Students are expected to attend regularly and arrive promptly.

ABSENCE & LATE NOTIFICATION POLICY

When a student is absent or late for any reason, parents must call the Office (262) 334-7142 **before 9:00 A.M.** that day. When a student is tardy, he/she **must** report to the office for an admission slip in order to be admitted to class. If an absence, late arrival or early dismissal from class is anticipated, the parent must send a note to the office **prior** to the absence. Upon the presentation of the request for early dismissal, a permission slip will be issued to the student. No child may be dismissed early from a classroom without the early dismissal slip being handed to the teacher.

Students that will be arriving to school late must call the office by 8:15 to indicate that (s)he will be taking hot lunch. Due to the timeline for SFC to get lunch from Hartford, failing to do this will mean a student will have to have cold lunch that day (Jimmy John's and Panera both deliver).

All students must be signed out by the parent or responsible adult in the office logbook. Only parent(s) or the responsible adult may sign out the child. In the case of truancy or excessive absences or tardiness, the parents will be contacted to discuss solutions to the problem.

Child Custody Disclosure Requirements

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

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

MAKE-UP/MISSED WORK

Students that have missed days of school for any reason will have an equal number to the days missed to make up missed work. In the event that this involves multiple days it is recommended that parents work with the student's teacher(s) to develop a plan and timeline with the goal of getting caught up.

STUDENT SIGN IN - CHECK OUT / ALTERNATIVE PICK UP POLICY

When a student will have an alternative pick up, parents must call the Office (262) 334-7142 **before the end of the school day**. For students that typically ride the bus home, a parent must call the school office or have written notification in the office to be dismissed to parent(s) or other students' parents.

VACATION

Your child's presence is vital to his/her academic success. **We ask you to give careful consideration when planning your family vacation.** Although we recognize that vacations can be learning experiences that can provide family time together, school-related make-up work is no substitute for lost class time. Please understand the possible ramification of a child missing instructional school time.

Homework may not be assigned early in the case of vacation. A permission slip issued by the Principal to the teacher must be completed if the student will be missing three or more days. Attempts will be made to provide homework in advance but in some cases it may not be feasible.

DRESS CODE

We believe that the physical appearance of our students sets a tone for the important task of educating the students. Maintaining an overall positive physical decorum depends upon a cooperative student body that takes pride in their personal appearance. Clothing that is neat, clean and modest most accurately

reflects the productive, academic and spiritual environment that our students encounter daily. Attire that may be popular or trendy in the current social culture may not necessarily be appropriate as school wear. The dress code is designed to guide students and their parents in making attire choices that are consistent with the values inherent in the mission of St. Frances Cabrini School.

ACCOUNTABILITY Dress code enforcement begins at home. **It is the responsibility of the students** to choose the appropriate clothing to wear to school, **the parent’s responsibility** to scrutinize the attire before the student leaves for school, and **the teacher’s responsibility** to monitor and enforce the Dress Code Policy throughout the day.

St. Frances Cabrini School - Dress Code Policy - Boys

Item	Colors	Types
Shirts	<ul style="list-style-type: none"> · Solid color, striped, or pattern 	<ul style="list-style-type: none"> · All shirts must have collars and sleeves · Shirts that extend below arm length must be tucked in · Top button may be open · Long or short sleeve · Turtleneck / mock turtlenecks allowed · Simple label / logo allowed*
Masks	<ul style="list-style-type: none"> · Solid color, striped, or pattern 	<ul style="list-style-type: none"> · Simple label / logo allowed*
Pants		<ul style="list-style-type: none"> · Worn on natural waistline · Jeans are allowed · No sweatpants or athletic attire (except K3, K4 & K5)
Shorts		<ul style="list-style-type: none"> · NOT on Mass days · Worn on natural waistline · Walking shorts · No more than 4” above the top of the knee · No athletic wear · Can be worn August – September & May – June
Sweater / Vests over collared shirt, turtleneck or mock turtleneck shirt	<ul style="list-style-type: none"> · Pattern or solid color 	<ul style="list-style-type: none"> · Cardigan, long-sleeve pull-over, Polar Fleece · Sleeveless vest · Crew neck or V-neck · Simple label / logo allowed*
Sweatshirts Over collared shirt, turtleneck or mock turtleneck shirt	<ul style="list-style-type: none"> · Solid color non-hooded 	<ul style="list-style-type: none"> · SFC Spirit Wear (hooded and non-hooded acceptable) · Simple label / logo allowed*
Footwear Socks required		<ul style="list-style-type: none"> · Only closed toe and closed heel shoes · Slip on or tie (if tie, must be tied) · No sandals
Jewelry		<ul style="list-style-type: none"> · No body piercing other than simple earrings · No jewelry should conflict with Catholic values
Facial Hair / Hair		<ul style="list-style-type: none"> · Must be neatly kept · No hair paint allowed

***Note: Logos are allowed but can be no bigger than the size of a credit card.**

All clothing should be in good repair. No holes, rips, tears, etc.

St. Frances Cabrini School - Dress Code Policy - Girls

Item	Colors	Types
Blouses / Shirts	<ul style="list-style-type: none"> • Solid color, striped, or patterned 	<ul style="list-style-type: none"> • All blouses / shirts must have collars and sleeves • Shirts that extend below arm length must be tucked in • Top button may be open • Long or short sleeve • Turtleneck / mock turtlenecks allowed • Simple label / logo allowed*
Masks	<ul style="list-style-type: none"> • Solid color, striped, or patterned 	Simple label / logo allowed*
Jumpers / Skirts	<ul style="list-style-type: none"> • Pattern or solid color 	<ul style="list-style-type: none"> • No more than 4" above the top of the knee • Skirts on natural waistline
Dress	<ul style="list-style-type: none"> • Pattern or solid color 	<ul style="list-style-type: none"> • With <u>or without collar</u> (if without collar, neckline no lower than collar bone) • No sleeveless sheer or skin tight • No more than 4" above the top of the knee
Pants / Capris/Leggings*	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Worn on natural waistline • Jeans are allowed • No sweatpants, yoga pants or athletic attire (except K3, K4 & K5) • Leggings must be pant-like (not sheer) and worn under skirts or longer shirts
Shorts / Skorts	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • NOT on Mass days • Worn on natural waistline • Walking shorts • No more than 4" above the top of the knee • No athletic wear • Can be worn August – September & May – June
Sweater / Vests over collared shirt, turtleneck or mock turtleneck shirt	<ul style="list-style-type: none"> • Pattern or solid color 	<ul style="list-style-type: none"> • Cardigan, long-sleeve pull-over, Polar Fleece • Sleeveless vest • Crew neck or V-neck • Simple label / logo allowed*
Sweatshirts Over collared shirt, turtleneck or mock turtleneck shirt	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • SFC Spirit Wear (hooded and non-hooded acceptable) • Solid color non-hooded • Simple label / logo allowed*
Footwear Socks required	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Only closed toe and closed heel shoes • Slip on or tie (if tie, must be tied) • No sandals
Jewelry	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • No body piercing other than simple earrings • No jewelry should conflict with Catholic values
Makeup / Hair	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • No makeup allowed except clear lip gloss & cover up • No hair paint allowed • Must be neatly kept

*Note: Logos are allowed but can be no bigger than the size of a credit card.

All clothing should be in good repair. No holes, rips, tears, etc.

OUT-OF-DRESS CODE POLICY

Occasional out of dress code days are allowed throughout the course of the year. Students will be notified in advance. The basic dress code policy is still enforced. Considerations may be made for Special Catholic School Theme Days.

- Clothing should be neat, clean and appropriate for school.
- No midriff is to show at any time.
- No tank tops, spaghetti straps, crocs, sandals, backless shoes, or slippers of any kind are permitted at any time. Socks must be worn at all times.
- All girls' shorts and skirts must be no more than 4" above the knee.
- Sheer leggings and tights must be worn under appropriate skirts, dresses or shorts.
- No shorts may be worn on days Mass is observed in school.

DRESS CODE VIOLATIONS

If a teacher and/or principal decides that a certain item of attire is inappropriate or unsafe, he/she will inform the student of this and will provide notification to the student's parent:

- For a first violation of the Dress Code in a quarter, a notification will be sent to the parent which must be signed and returned.
- For a second violation, a notification will be sent to the parent which must be signed and returned; the student will also forfeit a lunch recess.
- For a third violation, a notification will be sent to the parent which must be signed and returned; the student will forfeit a lunch recess; the parent will also be required to provide an appropriate change of clothing which will be kept at school.
- Further violations will be handled on a case-by-case basis.

ADMISSION POLICY FOR SAINT FRANCES CABRINI SCHOOL

St. Frances Cabrini School respects the dignity of each child. We welcome students of any race, nationality or ethnic origin, or creed. We require that each child indicate an ability to learn in a regular classroom setting.

EARLY ADMISSION

In accordance with the law, no child will be admitted to kindergarten unless he/she is 5 years of age on or before September 1, in the year he/she proposes to enter school. The State statutes also provide for special cases for underage admission to kindergarten. Such special cases are to be referred to the school principal at the time of school registration. All early admissions are on a probationary basis and are based on availability of space. St. Frances Cabrini requires the applicant to participate in a screening and testing process to meet pre-established criteria for early admission to kindergarten.

REGISTRATION

Registration for all grade levels for the upcoming school year is held annually during Catholic Schools Week, near the end of the first semester (late January/early February). Registration dates and times will be announced in the parish bulletin and the school newsletters. Please refer to the K3-8th Grade Registration and Tuition Payment Contract on the SFC website for more information about required forms, documentation, and payments required in order to register.

Students Transferring to SFC: Students transferring to SFC will be placed at the age-appropriate grade level until paperwork from the previous school arrives. Once “in-hand” a final determination on grade placement will be made.

Probation

Upon entry to St. Frances Cabrini School, students are on a semester of probation. A student may also be placed on probation based on actions identified by rules of conduct found in the Archdiocesan Policies and Regulations Manual (P & R 5144). After conferences with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

In the event limited space is available at a grade level, then priority for enrollment will be given as follows:

1. Registered Parishioners with children in school including current K3.
2. Registered Parishioners without children in school.
3. Non-Parishioners with children in school.
4. Non-Parishioners without children in school.

All families ending the school year (by July 1st) with an unpaid balance and without an approved payment plan must contact the parish office before enrolling.

ACADEMICS

Saint Frances Cabrini follows the curriculum as outlined by the Archdiocese of Milwaukee.

<http://www.archmil.org/Resources/CurriculumGuidesforParents.htm> Students in K5 - 4 receive instruction primarily in a self-contained classroom setting. Students in Grade 5 do some departmental work to ready them for their junior high years. Students in Grades 6, 7 & 8 experience a departmentalized curriculum. All children participate in physical education classes weekly. Students in Grades K3 - 8 attend music classes. Students in Grades K5-8 receive art instruction weekly. In addition, Spanish is offered 7-8, 3 times a week.

SACRAMENTS - Guidelines established by the parish following archdiocesan requirements.

GRADING POLICY

“An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instruction practices.” -NSBECS, Standard 8

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

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.

- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

HOMEWORK

Homework is assigned so that each student experiences individual study regularly along with the variety of experiences in the classroom. This helps the student to improve learning processes and master basic skills as well as stimulate interest.

It is recommended that children have a set time and place for doing homework. Likewise, it is a recommended practice that parents monitor homework on a frequent basis. For children in Grades K5-3, the purpose of homework is to reinforce the basic skills. Parents are encouraged to monitor their children's homework study time. In Grades 4-8, the child should usually do homework independently. An assignment notebook in which each child records his/her daily assignments is provided. Ordinarily homework is assigned as follows:

- Homework is assigned any school night.
- Occasionally, homework may be assigned on weekends.
- For the average student, homework time allotments should be:
 - Approximately 15 minutes for Grades K5, 1 & 2.
 - Approximately 45 minutes for Grades 3, 4 & 5.
 - Approximately 75 minutes for Grades 6, 7 & 8.

If your child is exceeding that amount of time on his/her homework, please contact the appropriate teacher to discuss any concerns.

Curriculum

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

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources; and
- Articulate how students will demonstrate their learning.

Curriculum Review Cycle

21/22- Social Studies

22/23- Religion

23/24- Specials(Art, Music, PE, Spanish)

24/25- Science

25/26- ELA

26/27- Math

Religious Education

Textbooks for use in religious education and family life programs in both parishes and schools must be selected from approved resource lists provided by the Archdiocese of Milwaukee.

PROGRAMS - CO-CURRICULAR

Besides instruction in the basic skills the following programs are in effect at St. Frances Cabrini when personnel are available:

- Accelerated Reader for students in Grades 2, 3, 4 & 5
- Algebra for Grades 7 & 8 students and Geometry for Grade 8 students who qualify
- “DARE” program for students in Grade 5
- Forensics for students in Grades 6, 7, & 8
- Math Olympiads for students in Grades 4, 5, & 6
- Instrumental Band & Music instruction is provided on a private basis.
- Book Club
- Chess Club
- Robotics Program

PROMOTION & RETENTION

At St. Frances Cabrini School, flexibility for instruction within a grade can occur. Retention of a student will be done judiciously considering all factors relative to retention. When retention seems likely, parents will be contacted several times during the school year. Students shall not be considered for more than one (1) retention during their school career at St. Frances Cabrini School. The final decision for retention will rest with the Principal.

STUDENT PLACEMENT

Requests for special consideration in relationship to specific teachers must be made in writing to the principal. A sound educational reason should be stated to be given special consideration for requests. Final placement resides with the Principal and staff.

NOTE: Students transferring in should refer to “Registration” section of this handbook.

SUPPORTIVE CONSULTANT

Special assistance is available to students who are in need of support in an academic area, based on the availability of personnel resources. Concentration of assistance is within grades K-8 for Reading and Math support.

TESTING PROCEDURES

Standardized Testing

Iowa Test of Basic Skills is administered in Grades 3, 5, & 7 in the Spring of every school year. There may be other testing to provide teachers with information to guide their instruction.

Special Education Testing

SFC School recognizes that not all children learn at the same pace. If a child appears to have special learning needs, the school attempts to diagnose those needs and each teacher tries to meet the needs. Referrals may come from the teacher or parent through the principal or the Supportive Consultant who evaluates them using the tests suggested by the Archdiocesan Office of Education. Parent consultations follow and a study plan for the student is developed and monitored at the direction of the Supportive Consultant and/or tutor.

If further testing is needed, specialists from the West Bend Public Schools are enlisted to test and consult with the teachers. If St. Frances Cabrini School is not able to meet a student's needs, a recommendation for tutoring, summer school, retention or placement in the public school with specialized instruction is made whenever appropriate.

Accreditation

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

TRANSPORTATION

Bicycles and Car Traffic

All bicycles which are brought to school are to be parked orderly in the bike racks. Bicycles may not be ridden during the school day. It is the responsibility of the student to be certain their bike is licensed and secured. BICYCLES ARE TO BE WALKED ON THE PARISH GROUNDS. When leaving, students are to walk their bicycles along the lower drive under the supervision of the patrols.

Visitor Parking

Visitors during the school day can enter off of Hawthorn and park closest to the main office.

Bus

Bus transportation is provided for the benefit of our students by the West Bend School District. The walking distance from home to school and location of residence within boundaries determines eligibility. Routes are printed in the West Bend News prior to the beginning of school. Children who live outside the Saint Frances Cabrini Parish boundaries are responsible for their own transportation.

Students riding the buses are expected to behave appropriately and according to bus regulations. Failure to cooperate with designated bus rules can result in removal from the bus. For questions regarding bussing, please contact Riteway. The policy/procedure for parents picking up students who are normally bus riders is that the office must be notified prior to the end of the school day of any change. Otherwise, for your child's safety, they **must ride the bus**.

Drop off / Pick up Procedures

Please see the website for maps and description of procedure.

COMMUNICATION

CLOSINGS – WEATHER OR EMERGENCY RELATED

School closings (i.e. inclement weather) will also coincide with the public schools (similar to the calendar). If West Bend Public schools are closed due to weather, Saint Frances Cabrini School will also be closed. It is recommended that parents check their email, school facebook page or the school website for closing information.

COMMUNICATION: SCHOOL TO HOME

A weekly newsletter, SFC Weekly News, and official communications are e-mailed and posted on our school website on Thursdays. Additional school information is also available on our website. Teachers may also send home a weekly classroom newsletters or communicate through an online application.

DISTRIBUTION OF LITERATURE

All requests to distribute literature to school parents must be directed to the Principal for approval. The only information not directly related to Saint Frances Cabrini School or Parish activities that we will distribute will be that which comes from the Archdiocese. The Principal must approve any exceptions to this policy. The sale of items on school grounds i.e. candy, magazines and any fund raising activities, must also be approved by the Principal.

Birthday Party invitations, if distributed in school, must include the whole class otherwise they need to go via regular mail.

GENERAL CODE OF CONDUCT

All SFC School students, staff members and parents are expected to conduct themselves at all times in a manner that is consistent with the Parish and School Mission Statements.

The following guidelines should be followed:

- Respect yourself and act accordingly.
- Respect others and their safety.
- Maintain a learning atmosphere in the school building at all times.
- Respect and protect all school and personal property.
- Know procedures for emergencies such as fire and tornado drills.
- Remain in the school building only under the direct supervision of a teacher or responsible adult.
- Maintain an orderly and quiet atmosphere in the hallways.
- Obey the directions of the teachers and patrols. Patrols will report problems to the teacher or moderator on duty.
- Receive permission of a homeroom teacher and office personnel before using the office telephone.
- Promote and maintain an environment that encourages non-violent behavior.

- No weapons or objects resembling a weapon will be permitted in the school building or on the school grounds.
- There will be no possession of drugs or lookalikes on school grounds.

PHILOSOPHY OF DISCIPLINE

Standards and rules are necessary for the successful operation of a school. A central goal of St. Frances Cabrini School is to help students develop self-discipline. Their actions and attitudes should be appropriate for encouraging the growth of a greater Catholic community. Positive concepts of discipline are built by providing good examples and encouraging Catholic behavior that shows the worth and dignity of each person.

DISCIPLINE

The St. Frances Cabrini School discipline plan has been developed on the basis of the following criteria: Each classroom will develop Behavior, Contract and Classroom Guidelines which are based upon our Mission and Philosophy Statements and Catholic Values.

- The processes and strategies incorporated into the plan shall reflect a continuing effort to enhance student self-esteem and encourage growth toward self-management.
- All discipline shall incorporate a respect for student individuality.
- Any punishment is a natural outgrowth or logical consequence of the behavior and reflects the gravity of the offense.
- Corporal punishment is never allowed for any purpose.
- Consequences for social misconduct are not to be administered by way of academic punishments. Effort and social assessment will be used to reflect behavior.
- Academic requirements for social participation in extracurricular activities are clearly articulated in the student handbook, established on well-founded educational and developmental principles, and applied uniformly throughout the student body. Consequences for academic nonperformance may result in loss of privileges of extra-curricular participation.
- Discipline shall be consistently applied across all grade levels respecting the developmental stage of the children.
- Suspension and expulsion procedures are to be exercised only when a student's conduct endangers property, health or safety of others or is disruptive to the learning environment.

Procedure

Disciplinary procedures are usually handled in the following way at St. Frances Cabrini School:

1. Each teacher is responsible for the children in his/her classroom and assists in remedies of any observed inappropriate behavior.
2. Should a disciplinary problem arise within the classroom each teacher will strive to find a solution.
3. If the problem continues, the teacher and the parent(s) will collaboratively discuss the concerns and actively develop a solution.

4. If a solution cannot be reached or agreed upon between the teacher and parent(s), the principal will be involved.

Situations in which the principal will directly intervene include: fighting, use of obscene, inappropriate or derogatory language, and consistent refusal to observe the rules and regulations of the school. Such conduct may result in probation, suspension, or expulsion.

Action taken to suspend or expel students must be preceded by internal school procedures. Final decision to expel a student rests with the elementary school pastor.

Written Referrals

A written conduct referral will be issued by a supervisor, teacher, or principal, and sent to the parents when a serious infraction of school rules occurs. Every attempt will be made by phone and/or email to reach the parent in a timely manner.

Discipline Policy Disclaimer

The discipline policy is designed to address as many areas as possible; however it is impossible to cover every situation. There may be times when individual circumstances dictate other solutions. Therefore, St. Frances Cabrini School reserves the right to amend this discipline policy at any time and will provide written material to parents and students when any such amendment is made.

Bullying/Harassment Policy

Definition of Bullying/Harassment

Respect for the dignity of each person is essential to Catholic tradition. Therefore it is imperative that a positive educational environment is evident at all times. Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to the following:

- Any sexual advances or touching, including sexual comments, jokes or gestures;
- Racial insults or derogatory ethnic slurs;
- Physical, mental or verbal abuse in any form;
- Derogatory comments toward any other individual.
- Cyberbullying

Staff and volunteers will do the following to help prevent bullying/harassment and make students feel safe at school:

- Closely supervise students to the best of their ability in all areas of the school and playground whenever possible;
- Watch for signs of bullying and stop the behavior when it occurs;
- Respond quickly and sensitively to bullying reports;
- Take seriously family concerns about bullying;
- Look into all reported bullying incidents;

- Provide immediate and appropriate consequences for retaliation against students who report bullying;
- Model positive behavior by treating everyone with respect and kindness.

Students at our school will do the following to help prevent bullying:

- Treat everyone with respect and kindness;
- Refuse to bully others;
- Refuse to let others be bullied;
- Refuse to laugh or join in when someone else is being bullied;
- Try to include everyone in play;
- Report bullying to an adult at school and at home;
- Follow these rules at school and all school sponsored events.

SUSPENSION. AND EXPULSION

Actions subject to probation, suspension or expulsion

- Possession and /or use of smoking materials, drugs, alcohol, or weapons in the school building or on school grounds.
- Continued disruptive behavior in the classrooms, school building, or related school activity.
- Any act of vandalism.
- Any act endangering the safety or lives of others.
- Repeated disrespect toward teachers or others in authority.
- Continual disregard of school rules and regulations.

Suspension

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 should 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 day 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

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious

single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

1. Actions 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.
3. The hearing committee makes a recommendation to the school principal and pastor. The recommendation will be to:
 - expel
 - suggest other disciplinary actions in lieu of expulsion
 - 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.

Discipline Appeal Process - Probation/Suspension/Expulsion 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 for the Archdiocese of Milwaukee 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.

Procedural Guidelines for Expulsion Hearings in Elementary and Middle Schools

- Insure that elements of the Suspension Policy and Expulsion Policy as outlined in P & R 5144 have been followed.
- The Expulsion Hearing Committee is composed of 3-4 people. Choose members from various sources within the parish - former trustees or parish council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good "fit" for the situation. One of these hearing committee members needs to chair/facilitate the hearing, not the pastor.
- An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.

The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (say up to maximum of 30 minutes) to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation & rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts & issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).
- Be sure the right to appeal to the Superintendent of Schools is noted in the letter to the family if proceeding with expulsion (as per the expulsion process outlined in P & R 5144).

Conciliation Procedure for Parents

Level One: Verbal Appeal

Any person who has concern should discuss the matter with the teacher

- | |
|--|
| <ul style="list-style-type: none">● If a parent has a concern or disagreement about the way that disciplinary action or academic evaluation has been conducted in reference to their son or daughter, they should contact the teacher about the issue. The teacher will respond within 1 school day to set up a meeting. |
| <ul style="list-style-type: none">● When speaking with the teacher about the issue, the parents are to engage in the conversation in a manner that both parties perceive to be a respectful and courteous manner. Both parties should politely consider the position of the other side. |

- The parent should clarify the concern and present a possible solution; if the matter is resolved to the satisfaction of both parties, the process ends. If there is no resolution, the parent may continue the process to Level Two.
- If a parent feels that these conditions have not been met at any level of the process, they are to make a written record of the interaction within 3 school days and present it to the mediator of the next level of the process.
- If a teacher feels that these conditions have not been met in this process, and their rights as a teacher are not respected, they are to make a written record of the interaction and present it to the mediator within 3 school days.

Level Two: Written Appeal to the Principal

The parent shall promptly submit their written grievance to the principal within 3 school days and should include the following:

- The nature of the concern/problem;
- The staff member with whom the concern/problem exists;
- Any factual data, other than hearsay, which the parent deems appropriate;
- Recommendations for appropriate resolution of the concern/problem.

The Principal shall meet with the parties in an attempt to reach a consensus resolution of the matter. If there is no resolution, the parent may continue to Level Three.

Level Three: Written Appeal to the Pastor

The parent shall submit within 3 school days a copy of the letter describing the concern to the pastor. Once the pastor receives the letter, he may attempt to resolve the situation in one of the following manners:

- The pastor will convene the parties and attempt to reach a mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
- The pastor may direct the Parish Grievance Committee (Level #4) to proceed with a review of the details of the concern and submit their recommendation of resolution to him.
- The pastor may contact the Archdiocesan Office for Schools, Child and Youth Ministries for assistance in resolving the matter. If requested, a mediator will be assigned to assist the parties in resolving the dispute. The cost for services by the mediator, if any, will be paid by the parish as pre-authorized.

If one or several of the above procedures have not resulted in a resolution of the problem, the parent may continue the process to Level Four.

Level Four: Appeal to Parish Grievance Committee

Parental concern may be heard by the Parish Grievance Committee assembled by the pastor when steps #1, #2 and #3 have been unsuccessful in resolving the dispute. The committee will meet promptly with all parties to the dispute and issue recommendation for resolution to the pastor. The pastor will issue the final decision to both parties.

Level Five: Appeal to Archdiocesan Conciliation Committee

The request for a hearing with the Conciliation Committee of the Office for Schools, Child & Youth Ministries shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The Office for Schools, Child & Youth Ministries shall maintain a list of persons to serve the Conciliation Committee. The parties concerned shall nominate five candidates from which the Director/Superintendent of School/Designee shall select an Ad Hoc Committee of three.

Upon the receipt of the written statement, the Conciliation Committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved. The Conciliation Committee will submit its recommendations to the Director/Superintendent/Designee as soon as possible after the hearing.

Upon receipt of the Conciliation Committee's recommendations, the Director/Superintendent/Designee will submit a final written decision to the parties concerned.

(Arch. R&P 4135.4).

TECHNOLOGY

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

- The following are not permitted:
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks

- Disclosing, using, or disseminating personal identification information regarding minors without authorization

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

1:1 Program

To meet the evolving needs of students and staff, Saint Frances Cabrini implements a 1:1 plan for grades 2nd-8th. The 1:1 plan requires all students in grade 2nd-8th to have a device that can be brought to school and used at home and at school. Families that already own a device that is specifically for their child will be grandfathered into this new program. Families that do not have a device for their child that can be brought to school every day will need to lease one through the school. An added bonus of leasing through the school is that we take care of the service for these devices. When leased through us, if the device has an issue, we give you a replacement for the time while your device is being fixed.

The three (3) year lease for the Chromebook will include an extra layer of security through the GoGuardian software. This software will allow teachers to monitor students' learning, and filter more things that students should not be seeing that the Google filter does not stop. It also has the capability to alert me if a student is typing or looking something up regarding self-harm. That will allow the school to alert the parents of the student involved so that we can get that child the proper help.

HEALTH/WELLNESS

LUNCH

The lunch period is scheduled in shifts (2) to accommodate all the students. Students are expected to keep a conversational tone during their lunch period and to behave appropriately at lunch.

Hot Lunch Service

Hot lunch is provided to the students at SFC daily. Contact the main office for updated pricing.

Cold Lunch

Families may opt to bring a cold lunch rather than taking the hot lunch option.

Milk

Lowfat white milk is available during lunch. We offer chocolate milk on Fridays. Milk will be included with the cost of your hot lunch and will also be available for purchase to students that do not take hot lunch. The charge will be determined at the beginning of each school year.

RECESS

The children in elementary grades are given a 15-minute recess in the morning. At this time they play outside, or if the weather is inclement, they play quietly inside. The children are allowed an additional five minutes to eat a small snack. Parents are reminded to provide snacks that are healthy and appropriate to the nutritional needs of the child. During lunch all students have a 20 minute recess period.

Playgrounds

For safety reasons, we ask that you do not park on the blacktop during the school day (except for a small number of parking spots in front of the School Office).

SFC School has two playground areas for use during the school day. Ordinarily students will use the grassy area on the east side of the school. However, on rainy days, students may use the parking lot on the west side of the school.

CHILD ABUSE AND NEGLECT

According to State law, any pastoral or school administrator, teacher, counselor, or related church professional who has reasonable cause (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 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 within 24 hours). Reporting should be done by telephone or personal visit to the local County Child Welfare Agency, the office of the county Sheriff or the City Police Department. **The term abuse includes physical injury, sexual or emotional abuse.**

FOOD ALLERGIES (Also see Food Allergies 101 on our website)

There are eight common allergens: peanut, tree nut, milk, soy, wheat, fish, shellfish and egg. Because of the life-threatening nature of these allergies and their increasing prevalence, schools must be prepared to provide treatment to these students, and reduce the risk of a food-allergic reaction. As an "Allergy Sensitive" school, St. Frances Cabrini will follow the guidelines listed below (as well as those found on our website under Food Allergies 101):

- Children with allergies will have an Allergy Action Plan. The form is available on our website and should be completed with each new school year.
- If a child is required to have an Epi-pen (or similar medicine), they must provide the school with two sets. One set of medicine for the office and one set of medicine for the classroom.
- All medications needed in the event of an allergic reaction will be supplied for the school. A medication card must also be filled out for each medication authorizing school staff to administer the medication.
- Medications and emergency action plans will be taken on all field trips for those individuals with allergies.
- **Peanut/tree nut containing products are prohibited in all classrooms because of the risk of cross-contamination.** Any treats brought into the classroom must adhere to this and cannot contain peanut or tree nut ingredients or labeled "may contain", "packaged on the same equipment" or "manufactured in a

facility". The recipe or package(s) that was used must be brought along with the treat and given to the teacher.

- All staff who interact with students on a regular basis receive training on food allergies, can recognize symptoms, knows what to do in an emergency and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

HEALTH

Parents should be aware of their children's state of health and have them attend school accordingly. If a child becomes ill in school, the child will be allowed to rest in the sick room under the supervision of the school secretary. The parents will be contacted if the child cannot stay in the classroom. Limited facilities require that the school be able to contact a responsible party in the event your child is ill.

In case of an ACCIDENT, school personnel will follow general first aid procedures. An accident report will be completed in more serious cases. We will clean and dress a wound and use basic first aid. If more extensive care is required, the parents will be contacted immediately and, if necessary, 911 will be called. It is very important that parents complete the **Emergency Card** and return it during the first few days of school. The information you provide greatly facilitates action.

ALL CONTAGIOUS diseases must be reported to the school secretary who in turn reports to the health department. Head lice and pink eye are considered contagious and require immediate medical attention.

MEDICATION

If your child must take **medication**, a detailed written form on file in the office about dosage and time is required before any medication will be administered. The school secretary assumes the task of distributing medication - not the classroom teacher. No medicine is to be in lockers. The exception to this rule is a rescue inhaler.

Student Accident Insurance coverage is available for all students at the beginning of the year, through the school office.

Participation in physical education is expected. If extenuating circumstances dictate that your child cannot participate in physical education on any given day, a written note must be sent to the physical education teacher. Extended excuses should be accompanied by a doctor's orders.

POLICE LIAISON

Our school is assigned a school liaison officer by the West Bend Police Department. This officer will conduct or be consulted in any criminal investigation or serious disciplinary offense.

POLICE INVOLVEMENT

There may exist an occasion where representatives of the law enforcement agencies/departments need to conduct investigations in the school and request to interview students.

Law enforcement officers or social services providers may not remove a child from the school building for questioning while the child is properly in attendance without permission of the child's parent. However, the situation would be different when an enforcement officer or social service agent has a warrant for the child's arrest or an order signed by the judge of the children's court. If the student is questioned by law enforcement officers on the school premises the principal or his/her delegate shall be aware of the interrogation. A law officer has the right to question a student even without a warrant. The child's parents will be contacted by the school office and/or police with any situation involving law enforcement officials.

SAFEGUARDING

The Archdiocesan Safe Environment Policy states when anyone has direct contact with the children, we are required to do a background check on them, and the volunteer is required to go through the "Safeguarding All of God's Family" Training Program. Contact the Parish for program and registration information. It is required that all parents of enrolled students provide proof of completion of this training program once every five years. It is highly recommended that parents complete this program early.

SAFETY DRILLS

Fire drills, hold-lock-secure drills and tornado drills are practiced routinely during the school year. The school participates in a countywide disaster alert program. In the event of an actual sighting of a tornado or any other emergency, no students will be dismissed until it is safe to do so.

Fire Drill: This is the most commonly run drill. It is very similar to the drills we all experienced as students ourselves. The state requires that we run at least one per month.

Hold Drill: During a hold drill students and staff are asked to stay in their room with the door closed. During this drill regular instruction can occur. The purpose for an actual hold drill would be if there was a student injury in a hallway or a mess that needs cleaning up. By holding students in their rooms it allows for the situation to be addressed without distraction or disturbance. The state requires we run at least one per year.

Tornado: Typically this is run in the spring as a part of Tornado awareness week. The state requires we run this at least once per year.

Hold-Lock-Secure: This drill is designed to be used in the event there is an imminent threat to the school by someone. This drill requires that the classroom be made as quiet as possible with students and staff locking the doors and remaining out of view from the hallway. It is certainly hoped that this will never be needed however we need to practice it so we are prepared. The state requires this drill be run once per semester.

WELLNESS: Saint Frances Cabrini Wellness Plan

Purpose: The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating, nutrition, and physical activity.

General Statement of Policy

- A. Saint Frances Cabrini (SFC) school recognizes that health education, nutrition, and physical activity are essential components of an educational program that fosters student attendance and education.
- B. SFC school environment will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. SFC school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Students will have access to affordable, healthy foods that are appealing to meet their health needs.
- E. All students will have opportunities, support and encouragement to be physically active on a regular basis.
- F. School nutrition staff will attempt to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- G. SFC School will attempt to accommodate student diets for food allergies.

Saint Frances Cabrini School Wellness Policy Guidelines

A. Food and Beverage Services

Students' lifelong eating habits are greatly influenced by the types of food and beverages available to them. Schools have a responsibility to help students and staff establish and maintain lifelong healthy eating patterns. SFC School will

1. Ensure foods and beverages made available by the meal program (including a la carte cafeteria items) will be consistent with current USDA Dietary Guidelines for Americans.
2. Take every measure to ensure that students' access to food and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
4. Will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times.
5. Shall adhere to all federal, state, and local food safety and security guidelines.
6. Will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. Snacks

Healthy snacks are encouraged

C. Food Safety

Minimizing the potential for the spread of infectious agents through food handling is critical to safety and health of the students and school staff. SFC School will:

1. Provide access and time for hand washing before handling food or eating meals or snacks.

2. Be sure that students are discouraged from sharing their foods and beverages with one another during meal or snack times.

D. Vending and Concessions

1. SFC School will not have student accessible vending machines.
2. Concessions at school related events will offer a variety of food and beverage items that include healthy options.
3. Foods sold for fundraising will not be sold at times that compete with the school food service program with the exception of a quarterly bake sale which will start no sooner than 5 minutes after the last students of a lunch period are served hot lunch.
4. It is recommended that concession stands offer 50% of the selections be healthy Food options and priced competitively with other food options.

E. Celebrations and Rewards

1. SFC School supports celebrations, recognition of academic performance, or good behavior with non food rewards; however, on a limited basis, when food is being offered, nutritious choices are encouraged.
2. SFC school staff will not withhold foods, beverages, or recess as a form of punishment.

F. Fundraising

1. Fundraising efforts will be supportive of healthy eating by emphasizing the sale of healthy food items or of non food items.
2. SFC School will make school affiliated organizations aware of the policy regarding fundraising with food and beverage items and will encourage them to adopt the same policy.

G. Nutrition Education and Promotion

1. SFC School will ensure that students in K-8 receive nutrition education including the food pyramid, that provides the knowledge needed to adopt healthy lifestyles. Nutrition education will be well integrated within a comprehensive school health education plan.
2. SFC School will encourage all students to make age appropriate healthy selections of foods and beverages.
3. Nutrition education will include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. SFC School will provide educational information for families, encouraging healthy eating and physical activity.
5. SFC School recognizes family members as a critical part of the team responsible for teaching children about health and nutrition.
6. Wellness concepts will be reinforced by school personnel.

H. Physical Activity

The primary goal for SFC School is to provide opportunities for every student to develop the skills and knowledge of physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of physical activity and healthy lifestyles.

1. Students will receive regular, age appropriate physical education.
2. SFC School physical education curriculum is designed to build interest and proficiency in the skills, knowledge and attitudes essential to lifelong physical activity.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
4. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

I. Communications with Parents

It is important that students receive consistent messages throughout school, classroom, cafeteria, home, community and media regarding good nutrition and healthy lifestyles.

1. SFC School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. SFC School will support parents' and guardians' efforts to provide healthy diet and daily physical activity.
3. SFC School encourages parents, guardians, and students to pack healthy lunches, snacks and treats and refrain from including beverages and food without nutritional value.
4. SFC School will provide information about physical activity and will support parents' and guardians' efforts to provide their children with opportunities to be physically active outside of school.

J. Implementation and Monitoring

1. After approval by the SFC School Advisory Committee, the Wellness Policy will be implemented throughout the school.
2. The food service vendor providing school lunch at SFC school will ensure compliance with state and federal laws regarding service of school lunch.
3. The principal in partnership with the School Advisory Policy Subcommittee will ensure compliance of the policy as it relates to food and beverage.

K. Staff Wellness

SFC school staff will serve as role models for students. A healthy school staff will more effectively deliver the key message of healthy life practices. Therefore, SFC School will promote staff wellness initiatives and opportunities that encourage healthy lifestyles which in turn foster exceptional role modeling.

Student / Parent Handbook Sign-off Sheet

IMPORTANT

Read over carefully all the sections in the handbook with your child(ren). After reading the handbook, parents/guardians and all students are to sign the form below and return it to your child's homeroom teacher within the first full week of school.

The beginning of each new school year is filled with such hope and promise. Students, parents, teachers and priests look forward to an exciting year filled with prayer, learning and friendship. We thank you for your cooperation and support, and hope you have a wonderful year at Saint Frances Cabrini School.

We have read and agree to abide by all the rules and regulations set forth in the Student/Parent Handbook for the 2021-2022 school year. We understand that it may be necessary to update portions of the handbook during the school year. If this should be necessary we understand that families will be notified of the change(s) through the school's weekly electronic newsletter.

Signature of Parent(s)/Guardian(s) Date

Signature of Student(s) Grade(s)

