

Catholic East Elementary School



2019-2020 Parent/Guardian/Scholar Handbook

Mission Statement

The mission of Catholic East Elementary School, a richly-diverse Catholic community, is to pursue academic excellence, nurture strong moral development, and foster lifelong learning through living out the Gospel values.

“We Pray, We Serve, We Learn”



SHARED VALUES



Catholic East Elementary

A Seton Catholic School

Joy

We rejoice in God's love and share it generously. We believe teaching, learning, and personal growth are best nourished in joyful and engaging schools.

Justice

We strive to be a just community and advocate for the God-given dignity of everyone we encounter. Catholic teachings inspire us to lead socially responsible lives, and we encourage this in one another.

Community

We are deeply rooted in community. We collaborate with parents, parishioners, and each other to empower our parish communities and neighborhoods.

All In

We have chosen to be part of this community, are dedicated to its success and work passionately to advance our shared mission. We are united in responsibility for ensuring that students receive an education for life.

Transformation

We believe in the power of God's grace to transform our lives and in the potential for Catholic education to transform society. We embrace opportunities to reflect, grow, and strengthen ourselves and our school communities.

Service

We are committed to placing our personal God-given gifts at the service of others, especially the most vulnerable within our community. We believe that God calls us to share our time, talent, and treasure to improve the lives of those around us.



CATHOLIC EAST ELEMENTARY SCHOOL INFORMATION

School Phone Number: 414-964-1770

School Fax Number: 414-964-6578

Principal's Email Address: tgonzalez@catholiceast.org

Assistant Principal's Email Address: kthiele@catholiceast.org

Saints Peter and Paul
2461 North Murray
Milwaukee, WI 53211

Holy Rosary
2038 North Bartlett
Milwaukee, WI 53202

Daily Schedule

Holy Rosary	SSPP
School Schedule: 8:10 am-3:40 pm Kids Campus: 7:00 am-7:40 am Breakfast: 7:40 am-8:00 am Teacher Huddle: 7:30 am Start of School Day/Assembly 8:10 am Dismissal: 3:40 pm Kids Campus: 3:40 pm-6:00 pm	School Schedule: 7:55 am-3:25 pm Kids Campus: 7:00 am-7:30 am Breakfast: 7:30 am-7:50 am Teacher Huddle: 7:20 am Start of School Day/Assembly 7:55 am Dismissal: 3:25 pm Kids Campus: 3:25 pm-6:00 pm

POLICIES AND PROCEDURES

SETON CATHOLIC SCHOOL POLICY

Catholic East Elementary School is a Seton Catholic School that is part of the Archdiocese of Milwaukee and, as such, is subject to and follows Seton Catholic Schools Policy.

ACCREDITATION PROCESS AND TEACHER CERTIFICATION

Catholic East Elementary School is accredited by the Wisconsin Religious and Independent School Accrediting Association (WRISA) and the Archdiocese of Milwaukee. All accreditation activities follow the Archdiocese Planning and Accreditation Process and Archdiocesan Policy 6181. Principals and teachers must be certified in the proper areas by the Wisconsin Department of Public Instruction and must keep their licensure current by obtaining the required amount of credit hours. On rare occasions, a teacher may be put on an Archdiocesan study plan to complete coursework in a required amount of time in order to continue teaching at the school. Teachers also must be certified in Religious Education through the Archdiocese of Milwaukee. The principal monitors both the DPI certification and the religious education certification.

ADMISSIONS

Catholic East Elementary School offers programs of education and formation for children and youth in K3 through grade eight who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school. Their parents demonstrate a desire to have the school assist them in their parental role as primary educators of their children.

Catholic East Elementary School respects the dignity of the child. Neither race, nationality, nor other forms of discrimination will prevent a child from being accepted into the school. Children attending Catholic East participate in all elements of our program—both academic and faith formation. Scholars attend the school liturgies and other opportunities for sharing our faith.

Families are admitted into the school community on an equitable basis. Generally, the principal will meet with all new families. The purpose of this interview is to provide the best consultation to prospective parents/guardians and their children.

Children are admitted to school according to state and archdiocesan age regulations. A child must have a birth date prior to September 1 of the appropriate year for which admission is requested. (Archdiocese Policy 5111.1) *In order to attend K3, the scholar must be potty trained.

All scholars in their first year at Catholic East are enrolled on a probationary basis. Probation begins the first day, a child attends school at CEE and expires, one calendar year later. If the progress of a scholar is unsatisfactory, either academically or behaviorally, enrollment may be terminated.

Immunization Records

All scholars must have proper and up-to-date immunization records or a document of government dispensation from immunizations on file in the school office by the thirtieth day of school. Catholic East Elementary School will comply with all government regulations for notification and reporting the lack of proper immunization records.

Emergency Contacts

It is extremely important that all parent/guardian emergency contact numbers be kept up-to-date with the school office this includes changes in telephone numbers and emails.

CUSTODY INFORMATION

When school authorities learn that a scholar is the subject of a court decree, which restricts the placement of 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 this court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this matter will suffice.

CHILD PROTECTIVE SERVICES

All educational personnel, priests, support staff, etc. are required, by law, to report any cases of suspected child abuse. This includes but is not limited to physical abuse, sexual abuse, and emotional abuse. Suspected child abuse cases will be reported to the Milwaukee County (or appropriate county) Department of Social Services, depending upon the residence of the family. Catholic East Elementary School staff will cooperate with social services and with law enforcement officials in all investigations involving Catholic East Elementary School scholars. Catholic East Elementary School will also be in compliance with Archdiocesan Policy 5140 concerning child abuse.

MEAL PROGRAM

Catholic East Elementary School offers a complete scholar hot lunch program. The lunch program is in compliance with state and federal. A lunch menu posted on the website each month. For those not eligible for free and reduced lunch we have a pay per lunch program.

The cost of breakfast with milk will be \$1.25. The cost for hot lunch is \$3.15 per meal which includes milk. Milk may be purchased separately for 30 cents. Some families may be eligible for free or reduced lunches. Applications are sent home to every family at the beginning of the school year. Reduced lunch cost is 40 cents.

A scholar may bring a cold lunch rather than participate in the hot lunch program. Soda or glass bottle beverages are not allowed.

Policies for Payment of Scholar Lunch Accounts

A requirement of purchasing hot lunch or milk (if you are not part of the free lunch program) is to provide the school with a voided check or your savings account information, in order for us to debit your checking or savings account for your monthly charges as an automatic withdrawal from your account. This is the only form of payment we will accept for the hot lunch and milk program.

PHOTOGRAPHS/VIDEO

Photos and videos of scholars may be used for school publicity under the following guidelines:

- Identified photographs/videos of scholars may be published with written and dated consent from parents/guardians. You will be sent a "Release of Information" form at the beginning of the year to give us permission to use any photograph/video that might be taken of your child and used for

publicity reasons. Such photos/videos would usually be for special reasons such as on the school website, being a contest winner, or for academic or athletic achievement.

- No publication of scholar's addresses, phone numbers or other personal information is permitted without written consent of the parent/guardian and are reserved for internal communication with other families through the Family Directory, which is published and given out during the month of October.

ATHLETICS

Athletics is an important part of the development of a child. Athletics teaches sportsmanship, teamwork, and self discipline. Catholic East offers co-ed basketball and girls' volleyball to scholars in grades 5-8. Grade 4 scholars may be called up to play if there are not enough fifth graders to form a team. Scholars participating in sports must have a physical exam report signed by a doctor stating that they are in good health and may be active in sports. This form and other paperwork that is required is to be on file in the school office by the first practice of a team's season.

Academic Eligibility

Scholar athletes who are working to the best of their ability, who complete assignments on time, and who are examples of proper school behavior may participate in the competitive sports program. If a student is absent from school they are ineligible to practice or play on the day of that absence.

Scholars may be suspended from any athletic activity for offenses in the following areas:

- Use of alcohol or drugs
- Smoking or chewing tobacco
- Use of profanity directed to a coach, teacher, advisor, parent, official or another scholar.
- Any other act of immorality, unacceptable conduct, or endangering the safety of oneself or another in or outside of school which would compromise the ideals, principles and standards of Catholic East Elementary School.

Rules of Conduct for Home and Away Games

Catholic East Elementary School is fortunate to have our own gymnasium. Care and concern should be shown for all facilities at all times.

Rules

- Spectator children, fourth grade and under, must be accompanied by a parent/guardian.
- Snowball fights outside the buildings or rough housing in the buildings will result in barring the persons involved from attendance at any future games.
- Deliberate acts of vandalism, disrespect, or violence will subject any of our scholars to the probation or suspension/expulsion procedure of Catholic East Elementary School. Those that are not Catholic East Elementary School scholars will be referred to the Milwaukee City/County civil authorities.
- There is to be no harassment of officials, coaches, or supervisors. Adults, especially parents/guardians, attending games are expected to set a good example for the children in attendance (Booing, name-calling, or other disrespectful demonstrations do not give an example of Catholic values to our scholars).
- No kicking or stomping on bleachers.
- No gum chewing during practice or games.
- All scholars attending games must remain in the building until the conclusion of the games or until a parent/guardian comes to pick them up. Once scholars leave the building, they may not return.

- Parents/guardians and scholars involved in athletics will be asked to sign a form stating they have read and understood all policies, rules, and regulations of athletics.

ATTENDANCE AND TARDINESS:

Attendance is the first step in ensuring academic achievement. In order for scholars to reach their personal best, they must show up and make their strongest effort at school each and every day. At Catholic East Elementary, regular attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parents/guardians/families are expected to ensure that their children are in school. Please do not allow your child to miss a day of school except for serious illnesses.

Catholic East Elementary School will follow all Archdiocesan Policies for tardiness and absences (policy numbers 5113, 5115, and 5117).

Excused Absences

When a scholar is going to be absent, due to illness, funeral or extenuating circumstances the parent /guardian must:

- Notify the school by telephone or with a written note prior to 9:00 a.m. on the morning of the absence or the day before.
- Scholars who are out ill for three or more days MAY not be allowed back to school without a doctor's excuse.

Extended or Excessive Absences

The school will enforce state and archdiocesan policy with respect to unusually frequent absences and/or tardies, which may include referral to the local school system officers, social service representatives, the police liaison officer, or the police department. Citations from civil authorities can be given to a scholar and/or the scholar's parents/guardians for excessive absences. State law defines habitual truancy as any absence from school without a legal excuse for part or all of five or more days on which school is held during a school semester.

Absences:

- **Two Consecutive Absences** – Parent/guardian will receive a call from the school
- **Eight Absences in a Year:** Parent/guardian will be notified by letter about the seriousness of the issue from administration.
- **Fifteen Absences in a Year:** Parent/guardian will be called to the school to meet with the counselor and administration. At this point, the student is considered truant and is at risk of not being promoted to the next grade. The Principal reserves the right to retain any student who misses more than fifteen days of school. In addition, a report may be filed with the District Attorney's office.
- **Twenty-Five Absences in a Year:** At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Catholic East is required to submit an annual report to the Department of Public Instruction that reports habitual truants.

Tardiness (Parents/guardians may not drop off their child without coming into the office to sign them in regardless of grade.)

Getting to school on time is a key to your child's success – at school and in life. At Catholic East Elementary, the learning begins from the moment scholars walk in the door. Parents/guardians/families are expected to ensure that their children are in school on time. Students who are late often miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. We want to teach our students the importance of being on time.

Definition of Tardiness:

Students arriving **after 7:55 am at SSPP or 8:10 am at Holy Rosary** (as measured by the school's main office clock) are marked tardy. If a student will be arriving after 8:30 am with a doctor's excuse or because of a family emergency, the parent must call the office before 8:15 am to notify the school. Parents are allowed to make **four** phone calls per trimester to notify the school of late arrivals. Students arriving after 8:30 am without proper notification by the parent/guardian will not be allowed to attend school that day. If there are habitual office calls for tardies the family must meet with the school counselor and administration.

Tardiness:

- **Every Tardy:** Parent/guardian will have to sign the scholar into school prior to them being admitted during the day in the front office. A tardy pass will be issued at that time.
- **Five Tardies in a Trimester:** Parent /guardian will be contacted by the school counselor to discuss the tardiness and develop an "On Time" plan together.
- **Ten Tardies in a Trimester:** Parent /guardian must come to the school for a mandatory conference before the child is allowed back in class. The administrator, teacher, school counselor, parent and student will develop a contract outlining steps that will be taken to improve that child's promptness to school.
- **Fifteen Tardies in a Trimester:** The administrator, teacher, school counselor, parent and student will review and revise a contract outlining steps that will be taken to improve that child's promptness to school. At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Catholic East may be required to submit an annual report to the Department of Public Instruction that reports habitual truants.
- **Twenty Tardies in a Trimester:** The administrator, teacher, school counselor, parent and student will put additional interventions in place to assist family with timeliness. Scholar may not be allowed back in school until the meeting is held and, in addition, scholar may face retention due to time missed.

BEFORE AND AFTER SCHOOL CARE: KIDS CAMPUS

Catholic East Elementary School is proud to have a Before and After School Care Program called Kids Campus that is open to any Catholic East Elementary School scholar, grades K3-8, during the school year. The program will begin on the first full day of school at both campuses. Scholars will be in Kids Campus at the campus at which they attend school. The purpose of Kids Campus is to provide safe, affordable, and structured child-care for our parents who cannot be available within 10 minutes after the school day ends.

Scholars and guardians are responsible for making sure the scholar is checked in and out of kids campus. It is not the responsibility of the kids campus employees. Scholars not checked out at the end of the day will be charged until 6 pm.

Cost is per scholar and is as follows:

1 child: \$4.50 per hour

2 children in family: \$4.00 per hour per child

3 or more children in family: \$3.50 per hour per child

*A requirement of using the Kids Campus Program (Before and After School Care) or purchasing lunch or milk (if you are not part of the free/reduced lunch program) is to provide the school with a voided check or your savings account information, in order for us to debit your checking or savings account for your monthly charges as an automatic withdrawal from your account. This is the only form of payment we will accept for Kids Campus and for the hot lunch and milk program.

If your account is negative or past due, your scholar(s) will not be permitted to attend Kids Campus until the account is paid. BOOKS AND SUPPLIES

Catholic East Elementary School will supply all the textbooks and workbooks needed to meet the educational standards of each grade level curriculum. All scholar textbooks and workbooks remain the property of Catholic East Elementary School throughout the school year and should be handled with care.

Scholars are responsible for having their basic school supplies with them each day. Families are provided with a classroom supply list prior to the start of school and are responsible for supplying these materials and replacing them throughout the school year. If supplies are running low, items should be replaced as soon as possible. In some cases, supplies are shared and are part of the classroom stations and centers.

CELL PHONES AND OTHER ELECTRONIC GAMES AND DEVICES

Scholars are not permitted to have cell phones, tablets, or other electronic devices in school during the school day. All electronic devices are brought to the school office by the classroom teacher's designee, held there during the school day, and then picked up from the school office at the close of the school day.

The school assumes no liability for loss or damage to cell phones or other electronic devices brought to school.

BIRTHDAYS

Catholic East Elementary School encourages parents/guardians to be inclusive when issuing birthday party invitations. If everyone in the class is included in the birthday invitation, invitations may be distributed at school. If a limited number of students are being invited, the invitations MUST be distributed outside of school. (If distributed outside of school, please do not pass these invites out on school property) If scholars wish to bring a treat for their class on their birthday, parents/guardians are urged to select healthy treats. Scholars may "dress up" and be out of uniform on their birthday or on their half-birthday for those who have summer birthdays. If a birthday falls on a weekend, scholars may dress up on the Monday following their birthday.

CONFERENCES

Parent/Scholar/Teacher Conferences

Formal parent conferences will be held with the regular classroom teacher or homeroom teacher twice a year. Fall and Winter conferences held in the middle of the first and second Trimester. This is mandatory for all parents/guardians. Parents/guardians may schedule informal conference times with teachers throughout the year at a time mutually agreed upon with the teacher. Scholars are encouraged to be present and included in the conference.

CURRICULUM AND GRADING

ONLINE GRADING PROGRAM

Catholic East Elementary School has a program of communication with parents regarding their children's progress through Powerschool. This program will allow you as parents to receive a portal with a password to privately and confidentially monitor your child's achievement on a day to day basis online. You will also be assigned your username and password at that time.

CURRICULUM

Subjects

Catholic East Elementary School has curriculum for all core subject areas: Math, Religion, Science, Social Studies, and Language Arts. These are reflective of the mission of Catholic East Elementary School and Seton Catholic Schools. Music, Art, Physical Education and Health have a curriculum. Technology is integrated into every aspect of the curriculum. Our curriculum is a Standards Based Curriculum in line with the Common Core Standards of Education established by the State of Wisconsin and the Archdiocese of Milwaukee. Curriculum is reviewed on a yearly basis.

Enhanced Programs

Catholic East Elementary School participates in many activities designed to enhance the core curriculum. These partnerships include First Stage Milwaukee, Sharp Literacy, and Urban Ecology Center.

Grading

<p>K3-Teacher created report appropriate for age group</p> <p>K4/K5 +Demonstrates consistent understanding and application / Demonstrates a general understanding -Needs more time to develop skills</p>	<p>Grades 1-3 The Archdiocese of Milwaukee has created scoring guides that provide clearly defined learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. Grades 1-3 earn 1, 2, or 3.</p>	<p>Grades 4-8 The Archdiocese of Milwaukee has created scoring guides that provide clearly defined learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. Grades 4-8 earn 1, 2, 3, or 4.</p>
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1 - Level 1 would only apply to students who lack even the most basic knowledge in a given standard.

2 - 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.

3 - Level 3 is the grade given when a student has demonstrated proficiency on a given standard.

4 - 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 on the Proficiency Scale begins in grade 4.

**These levels do not correlate to letter grades.*

Religious Education

Catholic East Elementary School is first and foremost a center for Catholic religious education. Religion is taught as a subject each week by the classroom teacher and supporting lessons are done by our Campus Minister. All subjects are taught with a focus on the spiritual development as well as the academic development of the child. Scholars attend weekly liturgy or prayer services, and prayer service can be substituted for a liturgy without notice. Prayer is integrated into our day and all visitors are encouraged to participate in prayerful activities while in our school. Religious artifacts throughout our school remind the children of their Catholic Identity, such as crucifixes, statues, and rosaries. These artifacts are found in every classroom and throughout the building. Special celebrations, such as the Living Rosary, occur during the year. Catholic East Elementary School celebrates Catholic Schools Week each year. Parents/guardians and other family members are encouraged to attend weekly liturgies and other events.

BEHAVIOR AND DISCIPLINE POLICIES AND PROCEDURES

DISCIPLINE POLICIES AND PROCEDURES

Catholic East seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment.

Catholic East will promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff will promote and model high standards of Christian behavior and service and will monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior will reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

Probation, Suspension, and Expulsion

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

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

Probation

A student may be placed on probation if in the judgement of the administration he/she has experienced chronic behavioral problems. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

Suspension

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

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at a minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow no more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator. Catholic East will be in compliance with expulsion & appeal (Archdiocese 5144: Discipline)

UNIFORM AND DRESS CODE POLICIES AND PROCEDURES

Dress code is of extreme importance when maintaining a culture of excellence and high expectations for scholars. The uniform conveys to both the internal and external community, that school is a place of “business.” Uniforms not only help our scholars maintain a neat and professional appearance, but they reduce distractions in the classroom, and reduce the stress of scholars and parents needing to worry about what to wear. As a staff, we are unified and committed in our efforts to maintain consistency in the enforcement of the school dress code outlined below.



The Principal has the final say with regard to all dress code and scholar appearance issues. If your child comes to school in clothing that is not consistent with the Catholic East dress code, parents/guardians will be called first thing in the morning and will be asked to bring the proper clothing to school. The official formal school uniform is required for all scholars in K3 through Grade 8.

Male Scholars	Female Scholars
<ul style="list-style-type: none"> ● Dress shoes or tennis shoes (scholars who do not know how to tie their shoes should wear self fastening shoes i.e. velcro) ● Shirts must be white or navy blue and have a collar (polo, oxford, turtleneck) ● Undershirts worn under uniform shirts must be white or navy blue. ● Sweaters are to be solid white or navy blue only (cardigans and sweater vests are acceptable) ● Pants must be navy blue or khaki ● Shorts must be navy blue or khaki ● Belts must be worn with pants with belt loops (2nd-8th) ● Socks must be worn daily and can be any color. 	<ul style="list-style-type: none"> ● Dress shoes or tennis shoes (scholars who do not know how to tie their shoes should wear self fastening shoes i.e. velcro) ● Shirts must be white or navy blue and have a collar (polo, oxford, turtleneck) ● Undershirts worn under uniform shirts must be white or navy blue.. ● Sweaters are to be solid white or navy blue only (cardigans and sweater vests are acceptable) ● Pants must be navy blue or khaki ● Shorts must be navy blue or khaki ● Shorts/skirts must fall in line with your fingertips ● Belts must be worn with pants with belt loops (2nd-8th) ● Socks must be worn daily and can be any color. ● Leggings/tights must be a solid white, black, or navy blue ● Skirts and jumpers need to be “White Plaid” (see below for ordering information)

Catholic East Elementary School Spirit-Wear sweatshirts may be worn to school on spirit days. To order go to: [Spirit Wear Store](#) provided by PrepSports anytime during the school year. The [Spirit Wear Store](#) offers a large variety of design options and styles. Keep in mind if you are placing an order for a Catholic East sweatshirt that may be worn on days other than Spirit Wear days, the sweatshirts must be:

- Crew neck collar
- Navy, dark green or ash
- Any of the “Team Name” sweatshirt designs available on the site are acceptable
- Names on the back of the sweatshirts are also acceptable
- **Jumpers/skirts:** Girls may wear Catholic East Elementary School jumpers/skirts/skorts in “White Plaid” which can be purchased from Land’s End, www.landsend.com, using our school code, #900128638, regardless of the grade they are in.

Grades 6-8 scholars will receive a Catholic East zip-up fleece, free of charge, as a gift from the school upon entering middle school. Middle School scholars may wear the fleece or the Catholic East Elementary crew sweatshirts only.

PROHIBITED ITEMS INCLUDING OUT OF UNIFORM DAYS	
<ul style="list-style-type: none"> ● Leggings as pants ● Sweatpants ● Wheeled shoes ● Shoes with flashing lights ● Piercings other than ear lobe ● Tattoos ● Non-modest clothing (inappropriate words, placement of words or images on clothing, tightness of clothing) 	<ul style="list-style-type: none"> ● Heels/platform shoes ● Flip flops ● No slip-on shoes ● Open toed sandals or open toed dress shoes ● Non-discrete headbands ● Lip gloss and makeup ● Hats of any kind ● Fake nails ● Earrings larger than a quarter ● Spaghetti strap tops

PHYSICAL EDUCATION DRESS CODE

6th-8th grade scholars should change into a different shirt for P.E. Tennis shoes must be worn on gym days (especially on dress up days, spirit wear days, or out of uniform days) for K3-8th grade scholars. Scholars need to bring tennis shoes to school with them if they are not wearing tennis shoes to school on PE days. Tennis shoes that have Velcro are a must for scholars in K3-K4 unless scholars are able to tie shoelaces.

OUT OF UNIFORM DAYS

Spirit Day: Takes place on the first Friday of the month, or other days deemed “Spirit Days,” or “Dress Down Days” by the school Principal. On Spirit Wear days, scholars can dress in Catholic East Spirit Wear (which can be ordered online from our [Spirit Wear Store](#) provided by PrepSports), a college or sports team T-shirt, jersey, or sweatshirt.

Birthday: Scholars may “dress up” and/or be “out of uniform” on their birthday or half birthday (half birthday for those who have summer birthdays or their birthday occurs during a school vacation). The attire must be appropriate for school.

EMERGENCY PLANS AND BUILDING SECURITY POLICIES AND PROCEDURES

Fire

Catholic East Elementary School at both campuses has a fire/emergency evacuation plan and will conduct regular practices beginning the second week of school. Any individuals in the school building for any reason will be required to follow the evacuation plan. This evacuation plan will be used any time the building needs to be evacuated. Catholic East Elementary School will follow the directions of the local police and fire departments in the release of scholars into the custody of their parents following a building evacuation. In the case of an evacuation, persons at the campus evacuating will go to the alternate campus.

Tornado

Catholic East Elementary School at both campuses has a tornado plan for moving scholars to a safe location within the building in the event of a tornado warning, and will conduct regular practices each year. Catholic East Elementary School will follow the directives of local police and fire departments in the release of scholars into the custody of their parents following a natural disaster. No child will be released at the end of a school day while the area remains under a tornado warning.

Lockdown Procedures

In the event of a crisis situation the overall objective of the staff is to maintain a caring but orderly atmosphere. Therefore, to the extent possible, the staff will continue “business as usual” carefully considering how their actions can limit the potential for hysteria. In most cases, we cannot plan for exactly what we will do in such a situation as this. Creativity, courage, and good common sense have saved many lives in these situations.

Evacuation Situation

There may be a situation where scholars will need to be evacuated from their building. The evacuation sites are our two campus buildings. Scholars evacuated from Holy Rosary Campus to Holy Rosary Church and SS. Peter and Paul Campus will walk to SS. Pete and Paul Church. If both campus sites need to be evacuated, the East Library (MPL) will be our evacuation point. All families must sign a permission slip that covers this type of situation.

Building Security

Catholic East Elementary School is kept locked during the school day. Access can only be gained at the main entrance and visitors must be “buzzed in” and identification provided to school personnel by way of the video camera at the entrance.

Snow Days, Heat Index Days, and Early Closure

In the event that schools are closed for the day due to weather conditions, every effort will be made to contact parents/guardians personally. This is one reason why it is important to inform the school immediately of any changes in emails, phone numbers, emergency contacts, etc. Parents/guardians are encouraged to listen to local radio and television stations for weather related announcement. Closing school due to severe weather conditions is coordinated with the Milwaukee Public School System. Catholic East Elementary School will follow the directives on closing of the Milwaukee Public School District (the stations/web pages will indicate “Milwaukee Public and Private Schools”) for school closings due to extreme weather conditions. However, Catholic East normally will also be published online, as well. Stay tuned to the following radio /TV stations or go online for school closing updates:

- WTMJ Channel 4 television; www.wtmj4.com
- WISN Channel 12 television; www.wisn.com
- FOX Channel 6 television; www.fox6now.com
- WTMJ Radio 620 on the AM dial

For any other emergency at Catholic East Elementary School, we will do our best to contact you before the children leave home for school.

At least one staff member will remain on site until all children have left the building.

ASBESTOS

Catholic East Elementary School is required by law to notify all parents/guardians that there is asbestos in this school. Catholic East Elementary School is in compliance with state and federal regulations concerning the inspection and maintenance of all asbestos. The Asbestos Management Plan is on file in the school offices and is available to any parent/guardian for inspection in the school offices, upon written request. The plan may not be removed from the school offices.

PARENT ENGAGEMENT

FIELD TRIPS

Educational field trips are chosen by the teacher. All permission slips and fees must be submitted to the school office no later than the end of the school day before the trip. Scholars should not bring permission slips the morning of the trip. If the child does not have their permission slip in at the designated time, they will remain at school for that day or parents/guardians may be called to pick up their child.

Chaperones: Any parent/guardian who is interested in chaperoning on a field trip must have gone through the Safeguarding All God's Children session, have a criminal background check on file, and have signed the Code of Ethical Standards (please check with the school secretary at Holy Rosary Campus to see if you have everything on file).

The ratio of children to adults is dependent on the nature of the field trip. The recommended ratio is as follows:

- Grades 5-8 One adult for every twenty children.
- Grades 1-4 One adult for every fifteen children.
- 3K, 4K, 5K One adult for every eight children.

PARENT/GUARDIAN VOLUNTEERS/OPPORTUNITIES FOR OUR COMMUNITY

Parents/Guardians are highly encouraged to volunteer for 10 or more hours throughout the school year. There are many ways that the parent/guardian can actively participate in your scholar's school day. Parents also make up the membership of the Home and School or other committees. Providing service to the school is good role modeling for your child.

Catholic East always welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all students and staff, all visitors - including parents and guardians - are required to sign-in with the office manager at the main entrance.

When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave. Please have cell phones off while in the hallways and classrooms.

During the first few weeks of school, it is critical for students to transition into their new setting and build independence. Parental presence in the classroom will sometimes slow this process during these transitional weeks.

We know it takes a village to raise a child and we appreciate everyone’s love and care for all of our scholars. If you see a scholar making a poor choice please seek a staff member to redirect the scholar rather than correcting the behavior yourself.

Any parent/guardian who is interested in volunteering must have gone through the Safeguarding All God’s Children session, have a criminal background check on file, and have signed the Code of Ethical Standards (please check with the office manager to see if you have everything on file).

<p>FALL: Back to School Fair High School Fair Concessions at Athletic Events Soles for Education Walk Spelling Bee Book Fair Parent Night</p>	<p>WINTER: Recognition Breakfast Cookie Decorating Catholic Schools Week Lenten Fish Fries Valentine’s Dance Concessions at Athletic Events Parent Night Art Fair</p>	<p>SPRING: Poetry Slam Book Fair Teacher Appreciation Week Career Fair Wellness Walk Gala Field Day Parent Night</p>
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*Don’t forget that there are things you can do every day to support Catholic East Elementary School.

- **Shop at Pick and Save** (get a savings card at customer services and have them list Catholic East Elementary as your donation choice)
- **Box Tops for Education** can be saved from many food and grocery items. Check out the Box Top website (BoxTops4Education.com) for ways to help out!
- **Shop at Amazon Smile** look for Catholic East.
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HEALTH AND WELLNESS

Injuries

School staff will follow proper procedure when dealing with an injured child. Parents will be contacted if necessary for more serious injuries, and will always be called for head or facial injuries, even if the injury does not seem serious.

Medication

It is against school policy for medication of any kind, including over the counter products such as Tylenol or aspirin, to be dispensed to a scholar of Catholic East Elementary School without the written permission of the parent/guardian and a medical doctor. No staff person will administer any form of medication unless the proper forms are on file in the school office. There are no exceptions to this policy.

Prescription Medication

Both sides of the medication form must be filled out before the school can administer prescription medication. The medication must be sent to school in its original container and labeled by a pharmacist. Scholars who receive prescription medication on a regular basis need only send one medication form unless the prescription changes. Special forms are available in the school office for those parents/guardians who wish a child to keep an asthma inhaler with him/her at all times. If the medication required is administered in any way other than oral, see the Principal to set up an admission plan.

Head Lice

Head lice are a common parasitic infestation. It is easily transmitted from child to child. Children discovered with head lice will be brought to the school office and parents/guardians will be called to pick up the child. Parents/guardians are responsible for treatment of the infestation. **Catholic East Elementary School has a “no nit” policy.** This means that children are not permitted to return to school until all the lice and the eggs have been removed. If faculty/staff notice lice or suspect lice, we will notify the parents/guardians who then need to take the child to their family doctor or other health care professional for professional determination of the existence of lice and advice regarding treatment. You will need to bring a note from your doctor/healthcare provider notifying us when the child is nit free before the child can return to school. All school families will be informed in writing when there has been a case of head lice reported to the office.

Procedures by Administration:

- 1.) Check scholar’s hair for lice
- 2.) If lice is detected staff will check any siblings hair for lice
- 3.) Staff will then check entire class for lice including the teacher

Peanut Allergy

Some scholars have a lethally dangerous allergy to peanuts, and therefore our environment must be as peanut-free as possible. Please consider this in preparing lunches. We request snacks and class treats be totally peanut-product-free for a class with a scholar having this allergy. For other grades, if a peanut product for snack, treat, or lunch is sent, the scholar(s) is instructed to wash up carefully after eating, to avoid contaminating any surface.

Pets in School

For health and safety reasons, family/household pets are not allowed in the school building, without permission from the classroom teacher to prevent allergic reactions or any other safety concerns.

CATHOLIC IDENTITY

Parish Relationship

Catholic East Elementary School is part of and is directly accountable to the Corporate Board of Priest of our investing parishes and to the Archdiocese of Milwaukee through Seton Catholic Schools.

Priest Involvement

The priests are involved in the school on both the pastoral and administrative levels. The priests may walk through the school at any time, have lunch with scholars, spend time with children on the playground, and informally visit classrooms. The priests preside at the children's liturgies, instruct the children during liturgy, and can be found in the classroom teaching a lesson. The Principal regularly meets with the Corporate Board in order to ensure excellent communication and accountability.

Masses and Prayer Service

1. All-School mass will take place once per month on the Last Thursday of each month (or on Holy Days or special days) at 8:30 a.m. for all scholars. The last Thursday mass will be at Holy Rosary Church next to Holy Rosary School. Grade 2-8 scholars will report to the SS. Peter and Paul Campus, as usual, and will walk to Holy Rosary Church and back, provided the weather is suitable. Grade K3-1 scholars report to school at Holy Rosary Campus as usual and then walk over to Holy Rosary Church with their teachers.
2. If the weather is not suitable, grades 2-8 scholars will not walk to Holy Rosary Church, but will remain on campus and attend the regular morning adult mass at SS. Peter and Paul Church at 8:15 a.m. A note will be posted on the front door of Holy Rosary Church indicating that mass will be at SS. Peter and Paul due to the weather.
3. You are always welcome to join us for any of these opportunities! We also encourage you to attend weekend liturgies. Worshiping as a family is an important part of a child's spiritual development and will keep you connected to the parish and school.

Sacramental Prep

All sacramental preparations are organized through your home parish. Please contact our Campus Minister or your home parish for more information about sacramental prep for your child.

SAFEGUARDING ALL OF GOD'S CHILDREN

All persons (coaches, parent volunteers, chaperones, etc.) who have any contact with children in Catholic Schools (before, during, or after school) are required to attend a Safe Environment "Protecting All God's Children" awareness session, agree to a criminal background check, and sign the Code of Ethical Standards for the Archdiocese of Milwaukee. This is mandatory for anyone employed by, or volunteering at Catholic East Elementary School.

PRIVACY

The scholar desks and coat room areas are the property of Catholic East Elementary School. There is no expectation of privacy for the desks and coatroom areas, or any items stored in these areas. Periodic inspections of backpacks and desks will be conducted at any time by a member of our staff without advance notice, parent/guardian consent, or consent from the scholar.

There is no expectation of privacy with the following:

- Scholar athletic items or locker space. The Principal and school staff reserve the right to check athletic items or lockers at any time.
- Confiscated cell phone content including text messages, emails, photos, and contact list
- Notebooks, textbooks, journals, or diaries when they are on school grounds. The Principal and school staff reserve the right to check and read any written or electronic material or phone material that is located on school grounds.
- Computer hardware, flash drives, computer software, cell phones, or access to the internet. We reserve the right to check and read any data input located within the school.

All email correspondence on school computers is monitored by staff. We reserve the right to check all websites that the child has entered while on a school computer. Protective software is in place on all school computers. The "Acceptable Use Policy for Computers and Telecommunications Form" must be signed prior to any scholar being allowed to use a school computer.

SCHOLAR ASSESSMENT

Report Cards

A written report card will come home with each scholar at the end of each trimester. The report card becomes part of the child's permanent record. Report cards are issued in grades K3 through grade 8. Parents are asked to sign and return the report card envelope the first two trimesters within a week of receiving the report card. Scholars in K3-K5 receive semester grades. The final report card is given the last day of school and the envelope is not returned.

Standardized Testing

The Forward Exam is administered in the Spring to all 3rd-8th grade scholars. MAP testing is used in grades K5-8. MAP testing takes place three times per year and results are shared with parents at conferences and/or sent home.

SCHOLAR RECORDS

Academic, behavioral, and health records are kept on every scholar in the school. Special needs files are kept in a separate location and can be accessed by the parents/guardians or a child over the age of eighteen by contacting the school principal. Parents/guardians can make a visual inspection or arrange for photocopies of their child's school records by contacting the school principal. A child over the age of eighteen can make a visual inspection of his/her school records or arrange for photocopies by contacting the school principal.

The scholar, his/her parents/guardians, and professional personnel have a right to know recorded information. Catholic East Elementary School follows State and Archdiocesan guidelines governing the collection, maintenance administration, and dissemination of scholar's records with utmost care, confidentiality and responsibility. Schools may withhold the transfer of official scholar's records (transcript of credits) for unsatisfied financial obligations. Only those records may be withheld for the semester(s) or scholastic period in which the unsatisfied financial obligation was incurred. Health records may never be withheld.

Catholic East Elementary School will be in compliance with Archdiocesan Policies 5115, 5125 and 5125.31 concerning scholar records.

WEBSITE

Catholic has its own website (www.catholiceast.org). The website is continually being changed and updated. The website has a rolling calendar where school activities and important events are posted. Make it a "favorite" on your preferences.

Please note: Policies and procedures need not be published in this handbook to be considered documented policies and procedures.

SIGNATURE PAGE

All parents/guardians and scholars must sign and return the compliance document stating that you will comply with the policies and procedures of Catholic East Elementary and the Archdiocese of Milwaukee. Failure to sign this document will result in the withdrawal of your child from Catholic East.

<p>I fully commit to Catholic East in the following ways:</p> <ol style="list-style-type: none"> 1. I will support and respect the staff members at Catholic East at all times and form a partnership in support my child. 2. I will make the school a safe and orderly environment by supporting the school as it enforces the school’s code of conduct, as outlined in the handbook. 3. I will ensure that my child arrives at school by 7:55 a.m. at SSPP or at 8:10 at HR and attends school regularly. I have read and agree to the school’s policy regarding tardiness and absences. 4. I will ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook. 5. I will communicate regularly with my child’s teachers regarding my child’s academic and behavioral performance and attend a minimum of <u>two</u> parent conferences, and any specifically requested conferences. 6. I will keep current with the invoices sent home. 7. I will be an active participate in my child’s education 8. I will be responsible for the replacement cost of any materials or property which are lost or damaged through my child's negligence. 9. I give permission to have my child’s picture taken at school or school events and for it to appear in school booklets, brochures, videos, newspaper, social media or television.If you would like to opt out please see an administrator. <p>I have read and understand the policies and expectations as stated in the handbook.</p> <p>2019-2020 Parent/Guardian Signature: _____</p> <p>_____</p> <p>Print Names</p>	<p>I fully commit to Catholic East in the following ways:</p> <ol style="list-style-type: none"> 1. I will arrive to school on time, in uniform, ready to learn, and work to my fullest potential every day. 2. I will accept discipline, redirection and constructive criticism in a manner that is appropriate, understanding that it will help me grow into a more successful person. 3. I will always work, think and behave in the most proactive and best way. I will do whatever it takes for me to learn. This means that I will complete all of my homework every night and I will raise my hand and ask questions in class if I do not understand something. 4. I will listen and respect adults in the school, parish, and communities. 5. If I make a mistake, I will tell the truth to my teachers and accept responsibility for my actions. 6. I will always behave so as to protect the safety, interests, and the rights of all individuals in the classroom. I will always listen to all my teammates and give everyone my respect. 7. I will wear my proper Catholic East uniform each day. 8. I am responsible for my own behavior, and choices and I will follow the teachers’ directions. 9. I will show respect for the property of CEE and the property of others. <p>I have read and understand the policies and expectations as stated in the handbook.</p> <p>2019-2020 Scholar Signature: _____</p> <p>_____</p> <p>Print Names</p>	<p>I fully commit to Catholic East in the following ways:</p> <ol style="list-style-type: none"> 1. I will create a loving Christ-like environment that is inclusive of all scholars. 2. I will be prepared to teach my scholars every day with rigorous and engaging lessons while differentiating to meet individual needs. 3. I will make the school a safe and orderly environment by consistently enforcing school rules and expectations. 4. I will work in partnership with parents/guardians to assure scholars reach their God-given potential. 5. I will ensure that valuable school time is utilized thoughtfully and efficiently so that scholars are provided with an education that is academically rigorous. 6. I will communicate regularly with parents regarding their scholar’s behavioral and academic performance through progress reports, report cards, parent conferences and other contact. 7. I will assign, collect, and evaluate in-class and homework assignments designed to support classroom instruction. 8. I will monitor the strengths, weaknesses, and progress of our scholars, both academically and behaviorally. 9. I will create a joyful classroom and will advocate for the God-given dignity of every scholar. <p>I have read and understand the policies and expectations as stated in the handbook.</p> <p>2019-2020 Staff Signature: _____</p> <p>_____</p> <p>Print Names</p>
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