



Catholic East Elementary School

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Milwaukee, WI 53211

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September 2009

Dear Catholic East School Families,

Welcome back to another year at Catholic East. This year, we continue the journey to create an environment where each child thrives through academics, spiritual growth, and extra curricular activities. Through this journey we learned how to make Catholic East a school where community is strong, Christian faith is enhanced, and our curriculum meets the needs of all learners.

Our school theme for this year focuses on being aware of the earth and how we need to be more respectful of it. **Recycle-Reduce-Reuse-Respect** will be the 4 R's of focus throughout the year. We will be reminded this year that Earth Day is everyday! Composting fruit and vegetable scraps from lunch, conserving water use and using rags instead of paper towels are a few ways we have incorporated "green thinking" into our daily routine at school. Watch for more ways we will be thinking green throughout the school year.

I look forward to another exciting year at Catholic East and the opportunity to be part of your child's lives.

Many Blessings,

Mrs. Julie Ann Robinson

Introduction

This *Handbook* has been compiled as an informational guide for parents of children attending Catholic East Elementary School (CEE). It contains some basic facts on school policy, procedures and programs for the 2009-2010 school year. Maintaining a well-ordered school and establishing pleasant relationships are dependent upon a clear understanding of the rights and responsibilities of everyone concerned. We hope that this *Handbook* will serve as a vehicle to promote understanding between home and school. Please keep it as a handy reference for future use. Thank you!

Faculty

The following faculty members are eager to work with you during this coming year:

Principal.....Mrs. J. Robinson	Sixth GradeMrs. Guttman
Business Manager....Mrs. Bartlett	Seventh Grade.....Mr. McKinnon
Secretary.....Ms. "C" Chmielewski	Eighth Grade.....Mr. Szymanski
Kindergarten 4 yr.....Mrs. Galvan	ArtMrs. Verheyen
Kindergarten 5 yr.....Mrs. Rathke	Computers.....Mrs. Griesel
First Grade.....Ms. Riebe	Spanish.....Mrs. Hayes
Second Grade.....Miss Fallon	Guidance Counselor.....Miss Sullivan
Third Grade.....Miss Mauntler	Music K4-8.....Miss Staszak
Fourth Grade.....Miss Newman	Physical EducationMrs. Wallner
Fifth Grade.....Mr. Reichertz	Resource.....Mrs.Hirsch

Mission Statement

We, the community of Catholic East Elementary School serving the sponsoring parishes of the Cathedral of St. John the Evangelist, (Old) St. Mary, Our Lady of Divine Providence, Sts. Peter and Paul, and Three Holy Women, and belonging to the larger Church of the Archdiocese of Milwaukee, Wisconsin, are dedicated to fostering a Christ-centered, diversified school where a peaceful atmosphere of loving, sharing and caring is lived.

Through the development of programs that nurture the whole child, we strive to bring our students to their fullest potential, academically, spiritually, morally, socially and physically.

Objectives of Catholic East Elementary

Moral/Spiritual Objectives:

- To nurture the faith-life of everyone involved in and with the school.
- To foster responsibility for one's actions.
- To build a faith community.
- To worship and pray together.
- To witness our faith through our actions.

Academic Objectives:

- To strive for a stimulating and challenging educational program that provides for individual needs.
- To strive for an environment which will enhance the realization of our part in the world community.

Objectives (Continued)

Social/Psychological Objectives:

- To develop respect for self and others.
- To maintain an environment which nurtures a positive self-image.
- To offer support to children from single, blended and intact families.
- To nurture individual responsibility.

Physical Objectives:

- To provide programs which will encourage the development of healthy bodies.
- To promote participation in extracurricular sports activities as long as it does not infringe on school work.

Communication

Every Wednesday, an informational packet will be sent home with student's for each family. This packet will contain important school information and timely notices. Please review all contents of the envelope and return it to school the next day. Anyone wishing to include a flyer in Wednesday's packet needs to get it to the office by 3:00PM Monday. The principal must approve any information before it is sent home in the Wednesday envelope.

Concerns

A challenge in effective school discipline is the occasional breakdown in communication between home and school (parent/guardian and teacher). Good communication and goodwill are essential to effective problem-solving. If an incident involving your child should occur that concerns you, please discuss the occurrences with him/her carefully and obtain as many facts as possible before contacting the school. If after discussing with your child you still remain concerned about the situation, please, first contact your child's teacher to see if there are any additional factors that may explain what happened. After all the facts and viewpoints are known, productive Christian problem-solving is more likely to occur.

If you as a parent or guardian have any concerns regarding your child/ren, please contact the school with your initial concern. In seeking to carry out our school philosophy, we wish to be of service to both the students and to you, the parents. Facts most often dissipate rumors quickly. We are always more than willing to supply accurate information. The school's telephone number is **964-1770**.

Concerns should be dealt with in this order: 1) Classroom teacher; 2) Principal; 3) Corporate Board/President and 4) the Archdiocese. Having all the facts and honest discussion can alleviate much misunderstanding.

Parental Involvement

Parent/guardian involvement is essential and required for an effective school community.

1. Importance of Home-School Communications

Parent/guardian-school communication is an integral part of the education process. Unless parents/guardians, teachers and principal are mutually cooperative, the child is deprived of the supportive environment necessary for learning to flourish. Parents/guardians are always welcome to visit, but these visits are to be arranged at a time mutually agreed upon by the principal, teacher and parent/guardian.

2. Parent/Guardian, Student, Teacher Conferences

Parent/guardian, student, teacher conferences are held two times a year. When a conference is scheduled, **attendance by both the parent/guardian and the child is strongly encouraged.** See the school calendar for dates.

While there are scheduled times for parent/guardian, student, teacher conferences, parent/guardians or teachers may arrange additional meetings at a convenient time for all involved. These conferences can be scheduled by calling the school office. Teachers will not be interrupted by phone calls or unscheduled conferences during class time (8:00 a.m. to 3:00 p.m.). Messages may be left with the school secretary.

3. Fundraiser Expectations

Tuition is only part of the cost of educating each child. For that reason, fundraisers are a very necessary part of maintaining daily operations of the school. There are a few fundraisers held each school year that require full participation of each school family in order to ensure the financial health of the school. Your support is critical and appreciated.

Parent/Guardian Volunteer Requirements:

It is the expertise of our staff, the generosity of our supporting parishes and the volunteer hours of our parents/guardians that keep CEE going strong. We need volunteers for two types of activities at school: those which are a direct service to the school (chaperoning, tutoring, typing, etc.) and fundraising. Our budget requires that we do fundraising annually.

Suggested family participation:

1. Each family (parent/guardian, grandparent, etc.) work at least **one Market Day** per year.
2. Each family work at least **three** of our ***Fish Fries***.
3. Each family participates in **fundraisers**.

4. Parent/Guardian Involvement

There are many ways that the parent/guardian can actively participate in the students' school day. (*Look for a sign-up sheet to come home in early September*) Parents also make up the memberships of the Wellness Committee, Family Fun and School Board; which advises the school administrator on matters of school policy.

Tuition

Monthly tuition payments are available through our tuition management service, FACTS. This service is a low-cost, convenient way to make your monthly tuition payments, in a manner that is completely confidential and secure. You will no longer be mail checks to the school; rather, automatic payments will

be made from your bank account. More information regarding FACTS was included in the registration packet and is available in the office. The tuition and fee information below is for full-day grades K4-8. If you have a half-day K4 student, contact the school office for your monthly payment amount.

<u>Parishioner</u>	<u>Single Payment</u>
1 Child	\$2,550
2 Children	\$4,590
3 Children	\$6,120
4 Children	\$7,140

Non-Parishioner

1 Child	\$3,450
2 Children	\$6,210
3 Children	\$8,280
4 Children	\$9,660

Scholarships are also available to students who qualify. Please contact the school office for additional information.

CEE is a Catholic school that offers the CHOICE voucher to students who qualify. Applicants qualify based on income eligibility. Applications and criteria are available in the school office.

Sending Money to School

When sending money to school, please place it in an envelope and label as follows:

- Name and grade of child
- Amount enclosed
- Nature of Payment (Tuition, lunch, fieldtrip, etc.)

Please note that you will receive a monthly bill for hot lunch, milk and extended care. Please refrain from sending daily lunch money to school.

Fees

Registration Fee (per family, non-refundable, applied to tuition payment)	\$100
Breakfast: Grades 5-8	Free- Paid for my a grant
Hot Lunch/Milk Charges	
Hot Lunch (incl. milk) per Day	\$2.50
Milk per Day	\$0.30
Reduced Lunch Fees (for qualifying families)	\$0.40
New American Bibles Grades 5-8	\$8.00
Graduation Fee	\$25.00
After School Care Hourly Rate	Per /hour: \$3 for 1, \$5 for 2 and \$6 for 3 children

Admission

The school respects the dignity of the child and his/her right to an education in a Catholic school. Neither race nor nationality prevents a child from being accepted at CEE. Children of other religions may be accepted unless attendance would cause conflict for the child due to the unique religious philosophy of the family. To enter K4, a child must be 4 years of age on or by September 1st. To enter K5, a child must be 5 years of age on or before September 1st. To enter First Grade, a child must be 6 years of age on or before September 1st. (Archdiocese Policy 5111.1) All students entering K4 and K5 will receive pretest screening prior to admission. All testing is done at school. Students will be contacted prior to testing to set up dates and times.

Special Student Needs

If a student has serious emotional, academic or behavioral problems and the child's needs cannot be met at CEE, an alternative, more appropriate school placement will be necessary. It is in the best interest of the child to disclose all special needs to the school prior to admission. Catholic East staff is not certified and trained to handle students with exceptional needs and we may need to seek outside services.

Special needs are defined as characteristics or behaviors in a child that require additional supportive services as intervention to that of the regular classroom teaching. Some of the characteristics or behaviors that may require these services are:

- Poor peer relationships, anger issues, or social skills
- Grief/Loss issues
- Abusive relationships
- Drug/alcohol dependency or co-dependency
- Health needs
- Academic Deficiencies

Special needs are identified by:

- Parent/guardian referral
- Student self-referral
- Teacher or Principal observation and referral
- Surveys conducted by social services or school nurse.
- Standardized test results in which students score below the 39th percentile (and live in specified target areas)

Supportive services or interventions to meet these special needs are as follows:

Title I is a federally funded remediation program for students living in eligible attendance areas. It is a tutorial program which is not meant to be used in place of classroom instruction.

In addition to living in the government determined target areas, the student should fall at or below the 39th percentile in reading in order to qualify for the program.

Catholic East also provides a part time academic support teacher to work with students in both remedial and accelerated needs.

A Referral for students to be tested which result in an IEP: Individual Education Plan is made when there is reasonable cause to suspect that a student may have exceptional education needs.

Initial referrals can be originated by parent/guardian, school staff or Community Health & Human Services personnel. In most cases the CEE school guidance counselor is involved.

Once a referral list is generated, the case manager will determine the team composition which may include: Psychologists, Social Workers, Speech Pathologist and Diagnostic Teacher(s). Input is also obtained from classroom teacher(s), parent/guardian, Principal, supportive personnel and, when appropriate, from the student.

Tutoring and Summer School Programs. There are several structured tutorial programs available. Among them are the MPS - Chapter I, Alverno College 1 on 1 Program, Learnfest through Pius High School's Summer School, and Marquette High School (to name a few).

CEE also has a tutoring program available afterschool for all students. The instructors for this program vary throughout the year. Please contact the school guidance counselor to get your child signed up.

New Students

All new students are ***accepted on a probationary basis*** for 30 school days. At the discretion of the administration, the probationary period may be extended. Special arrangements will be made for any student who is one full grade level below his/her actual grade placement. Such arrangements might include: participation in the Chapter I program or working with the academic support teacher. If the progress of new students is unsatisfactory either academically or behaviorally, enrollment may be terminated.

School Day Schedule

The school day begins at 7:55 a.m. with dismissal at 3:00 p.m. We request that your child leave home in time to arrive at school as close to 7:55 a.m. as possible.

Promptness is a desirable quality and we want to instill this habit in our students. It can be uncomfortable for a student arriving late, if classes have begun and procedures for the day have taken place. **Tardiness** is recorded on the student's permanent record. A student is marked tardy if he/she arrives after 8:05 a.m. Students who are habitually tardy will miss recess.

During conferences, usually in November and February, we will have early dismissal at 2:00 p.m. Please make arrangements for early dismissal especially if students will not be going to extended care. Please check monthly and yearly calendar for early dismissal dates. On these days, extended care will begin at 2:00 p.m.

CEE will provide supervision on the playground at 7:45 a.m. ***Prior*** to that time, parents/guardians are responsible for the well-being of their child/ren. Playground supervision is again provided after school until 3:10 p.m. Parents/guardians are again responsible for their child/ren after 3:10 p.m.

The After School Program offered by CEE supervises only the children of those parents/guardians who enroll for that service. **Students should not be left unsupervised at the Milwaukee Public Library or other public facilities.**

School Closings

Closing school due to severe weather conditions is coordinated with the MILWAUKEE PUBLIC SCHOOL SYSTEM. **IF THE MILWAUKEE PUBLIC SCHOOLS CLOSE DUE TO WEATHER, WE DO, TOO!** Should you have a question about school on a given day due to inclement weather, kindly turn on your radio, WTMJ AM620 or WKTI FM 94.5 or TV Channel 4 WTMJ. For any other emergency at CEE, we will do our best to contact you before the children leave home for school.

Attendance, Absences, Illness and Doctor's Appointments

A record of daily attendance is carefully and accurately kept by the classroom teacher. In every case of absence, a telephone call from a parent or guardian must be made to the school office on the day of the absence. This is a state requirement. **Please call between 7:00-9:00 a.m.** A written excuse **must** be sent with your child when they return to school. Students who are out ill for three or more days will not be allowed back to school without a doctor's excuse. Students on the CHOICE voucher must be present 90% of the school year. (162 days or 18 day absent) Those students, who exceed 18 days being absent, may jeopardize obtaining their voucher for the next semester/ school year.

If possible, appointments with doctors and dentists during school time should be avoided. If a student leaves school for a doctor or dentist appointment, the child is marked absent for that period of time.

In case of illness, the students are not sent home until parents/guardians are notified. Please notify the school immediately if your home or work phone number has changed.

Lunch Program

The cost for the lunch is \$2.50 per meal which includes milk. Some families may be eligible for free or reduced (\$.40) lunches. Applications are sent home to every family at the beginning of the school year. If your application did not arrive at your home, please contact the school at 964-1770 and another application will be sent to you.

A student may bring a bag lunch rather than participate in the hot lunch program. **Soda is not allowed.** Milk, 100% juice or water are fine. Milk may be purchased separately for .30.

The noon lunch and recess period is a ***closed lunch period***. Rarely, and only in exceptional cases, would a child be allowed to leave during that time. Prior written permission is required.

Wellness

As an effort to promote health and wellness at CEE, a committee has been formed. This committee's main focus is to advocate the importance of eating well and getting enough physical activity at school. Daily wellness tips are announced each morning and displayed in the lunchroom. Morning nutrition is being offered to all students in the middle school each morning.

We are asking that **Birthdays Treats** be limited to one small sized baked treat or a healthy treat such as fruit, vegetables, or a granola snack bar. A binder will be provided for each school family. The binder will contain helpful tips and articles about wellness. Additional articles will be sent home periodically to be added to the binder.

Homework

Homework, whether written, read or studied is assigned almost every school night. It is needed to reinforce and expand classroom learning. At times, students may need assistance. The parent/guardian is responsible for making sure homework is satisfactorily done.

The amount of time needed to satisfactorily prepare assigned tasks depends upon the individual child. The following are the school's guidelines for the average child:

<u>Level:</u>	<u>Time:</u>
Primary (Grades K, 1, 2, & 3)	20-30 minutes
Grades 4 & 5	30-60 minutes
Grades 6, 7, & 8	60-90 minutes

Teachers will make themselves available to assist any students who need extra help. Please contact your child’s teacher to make the necessary arrangements.

Bullying

Physical or verbal threatening, harassing or intimidating—usually known as bullying—another student is never acceptable at CEE. Bullying can happen in person, in writing, through gossip with others, or more often in recent years, through use of computers and phones.

Examples of bullying include:

- Telling someone you are going to hit them if they don’t do what you want
- Telling someone then must give you money or food or you will say bad things about them to other students
- Sending messages on a cell phone, or with a text message or email, that causes an individual to feel physically or verbally intimidated, scared or undue emotional stress.
- Postings on the Internet (sites like Facebook or MySpace) that mention another student in an unduly derogatory way, in such a way as to invite injury, emotional distress or harm.

Educators (teachers, counselors and administrators) cannot control all the communication that happens between students, especially outside of school. If a student is a bully in school, staff will respond immediately with direct consequences. If school staff discovers a student is bullying another student outside of school, they may also take disciplinary action (this is a policy in public and private schools). In some cases of repeated or severe bullying, school staff may also need to notify the police. Bullying schoolmates at any time, whether in person at school, through negative gossip with others, or through written or computer messages, or through phone use, is wrong.

Bullying is never allowed at CEE. Students involved in bully behavior will be severely reprimanded which could result in a suspension or expulsion. Computer on-line harassment; done afterschool hours between two CEE students, falls into this area and could result in a suspension or expulsion also.

Discipline

CEE teachers and staff strongly believe that our students have a right to learn and teachers should be able to teach them. In our classrooms, no student will be allowed to stop us from teaching or stop another student from learning. To accomplish these goals, teachers have established classroom discipline plans. Under these plans, each teacher will teach students the rules he or she expects from our students. Students who follow the rules will receive positive consequences, and students who break the rules will receive negative consequences. It should be emphasized that our discipline program is meant to be a positive program and

students who follow the rules are praised and rewarded, individually and collectively. However, if a student fails repeatedly to follow the rules, he or she receives negative consequences, of which parents are informed. Please refer to the end of the handbook for the entire outline of the school's discipline policy.

Catholic East Elementary
Grades 2nd -8th Incentive Program
2009-2010

“IF IT’S GOING TO BE, IT’S UP TO ME!”

CEE is continuing an incentive program which is a combination of the academic, social, and behavior efforts of our school community. This community consists of students, staff, and parents all working toward the same goal: educational excellence.

The teachers, principal, and guidance counselor of CEE feel that the children at our school are our most valuable resource. We know that our students' education is foremost to their future success. We also realize that students learn best in a Christian environment that promotes positive and secure interactions. We feel that to promote responsible Christian values, students require a logical and understandable set of consequences for their behavior.

Simply stated the ABCs of the program are:

- A-Academic Achievement in all classes
- B-Behavior demonstrating Christian values
- C-Citizenship community contributions

We believe that commitment in these three areas will result in a positive CEE experience for every student.

PROGRAM GOALS:

- To encourage students to take responsibility for their actions and learning
- To ensure that all people are treated with respect and courtesy.
- To promote safety in our school and on our playground.
- To provide a positive atmosphere of order and discipline where each student can concentrate on his/her purpose for being in school: GETTING AN EDUCATION.

PROGRAM RULES:

- Respect for your own and other's rights and property.
- Respond to any school personnel requests: respectfully and cooperatively.
- Demonstrate responsibility in your actions.

PROGRAM OVERVIEW:

The program is a systematic approach based on pre-established rules, consequences, and rewards. Students are responsible for their own behavior. The role of the teacher is to maintain a Christian, caring, and dignified approach to discipline whereby positive behavior is encouraged and rewarded.

Students who demonstrate responsible and Christian behavior (those students who do not earn checks) will be recognized for their accomplishments and become eligible for incentive time. **IT IS THE CHOICE OF EACH STUDENT TO**

DEMONSTRATE ACCEPTABLE BEHAVIOR. Consequences for those students who choose inappropriate behavior are clear.

Logical and understandable consequences for inappropriate student behavior are designed in a “step” approach. Each step reflects a number of infractions or consequences noted by a check. A student’s accumulation of demerits will determine what type of disciplinary action is necessary. The greater the number of checks, the more severe the step and consequences will be.

Checks will be given at the discretion of the teacher after the student has been notified of their unacceptable behavior. The following categories will warrant the issuing of one or more checks:

- Unprepared for class
- Disrespect
- Disrupting class
- Inappropriate behavior, language or gestures
- Noninvolvement in any part of the school day.
- Chewing gum or eating candy without permission
- Uncooperative behavior

STEPS:

Level 1: (5-6) checks in one week of school

A written warning will be given to the student by the homeroom teacher. This warning will be signed by the parent and returned to school within a 2-day period to the homeroom teacher.

Unreturned letters will result in the student receiving an additional check for each day it is late.

The student will miss incentive for that week.

Level 2: (7-8) checks in one week of school

A written warning will be given to the student by the homeroom teacher stating they will have to serve a 30 minute detention the following day.

Detentions are held after school from 3:00-3:30.

This letter must also be signed and returned within a 2-day period to the homeroom teacher.

Unreturned letters will result in the student receiving an additional check for each day it is late.

Level 3: (9-10) checks in one week of school

A written warning will be given to the student by the homeroom teacher stating they will have to serve a second 30 minute detention the following day.

This letter must also be signed and returned within a 2-day period to the homeroom teacher.

Unreturned letters will result in the student receiving an additional check for each day it is late.

Level 4: (11-14) checks in one week of school

The student receives written notification that he/she will serve a one day in-school suspension, to be served within the next 3 days of school.

The student will meet with the principal.

A phone call or face-to-face conference will be held with the student’s teachers, principal, guidance counselor, AND parent/guardian.

Unreturned letters will result in the student receiving an additional check for each day it is late.

Level 5:(15 or more) checks in one week of school

The student receives written notification that he/she will serve a 3-day out-of-school suspension, dates served will be up to the discretion of the school principal.

A conference will be held with staff and the student's parent/guardian.

Unreturned letters will result in the student receiving an additional check for each day it is late.

Students with less than five checks in one week (Monday a.m. – Friday p.m.) will be invited to attend Incentive Time. The activity and class period for incentive time will be the last period on Friday. Types of activities include: open gym, movies, extra recess, etc. Each Friday at the start of incentive time, a student starts over with 0 checks. Students who lost incentive time will go to a room for study hall.

Suspension or Expulsion

At times it is necessary for CEE to suspend or expel students from school. Suspension and expulsion are intended for major violations of the school rules, or for repeated minor infractions. Examples of major violations include but are not limited to, possession of a weapon, vandalism, serious fighting with intent to injure, truancy, teacher abuse, alcohol or drug use (including tobacco) in school or at school activities, or other acts which might endanger students, teachers, or the learning and activity programs of the school. Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.

In-School Suspension: Some behavioral incidents may warrant a one-day suspension of a child's privilege to be a participating member of the classroom group. Such determination will be made once a child has had an opportunity to present his/her side of the issue. The principal will make the final decision and will inform the child of the in-school suspension. The child will then be given a quiet place to work within the school setting. Parents will receive prior notice of such action. Removal of an upset student from class for part of a period, in order to allow time for the student to "cool down," is not the same as in-school suspension.

Out-Of-School Suspension: A child may be suspended from school, for up to three days, for a major infraction. The suspension will take place once a child has been told why a suspension might take place and has had an opportunity to present his/her side of the issue. The principal will make the final decision, and will inform parents by phone or in writing of the reason for the suspension, the duration of the suspension, as well as the date and time the parents must accompany the child back to school for re-admission. It is the student's responsibility to make up tests, quizzes, and homework missed during the suspended time.

Expulsion: Expulsion can take place only after an expulsion hearing has been held. Prior to an expulsion, the Archdiocesan Director of Schools/designee will be consulted about the advisability of the expulsion. A hearing will be arranged by the principal with the student and his/her parents/guardians. Notification of the hearing will be made at least five days in advance. If a decision to expel the student is made, parents/guardians will be notified in writing of the action and will have the option of voluntary removal of their child from school prior to the effective date of expulsion. The right to appeal will be made known to the parents/guardians. The student or his/her parents or guardian may, within five school days following the commencement of the expulsion, have a conference with the Director of Schools/designee.

Care of School Materials

Every student at Catholic East has the right to use books, materials, supplies, equipment and so forth. With this right comes a corresponding responsibility and that is to respect and care for them. Lost or misplaced books must be promptly replaced by the student. Replacement cost is the value of the book plus shipping and handling costs. This includes both text and classroom library books. Carelessness in handling books and materials will result in monetary fines to replace the costs of such items. All school texts must be covered without the use of tape or glue.

Students must come to school prepared with books and supplies each day. These supplies include pencils, pens, paper, erasers, crayons and other items required by the teacher. A supply list was shared with each family prior to the start of the school year.

Dress Code and Uniform Policy

Appropriate clothing helps a student realize the importance of time spent in school. Students should always be neat and clean in appearance, including keeping shirts tucked in and appropriate sized clothing. The official formal school uniform is required for all students in K4 through Grade 8. Additional clothing may be worn to and from school during cold months, but must be removed during class time (i.e., slacks under skirts/jumpers). Hats, caps, coats and jackets may not be worn in class.

SHIRTS are to be a white, Hunter green or navy blue polo, oxford, or turtleneck, with long or short sleeves. **Shirts are to be tucked into pants, shorts, or jumpers/skirts.**

T-Shirts/undergarments worn under uniforms shirts must be white.

PANTS/SLACKS are to be navy ONLY, corduroy or twill, and supported by a belt. (Students in grades K4-1st are not expected to wear a belt) No cargo (patch pockets), nylon or warm-up pants are allowed. **Where belt loops exist, a belt must be worn for all students in grades 2-8.**

SHORTS are to be navy blue walking shorts. (longer styled, just above the knees)

SWEATERS are to be white, dark green, canary yellow, or navy.

SOCKS or TIGHTS must be worn and are to be white, dark green, black, or navy.

SWEATSHIRTS - Only CEE crew sweatshirts may be worn in class. (no hooded sweatshirts, unless a casual dress day) No collegiate, professional, or any other type of sweatshirt will be allowed to be worn in school.

JUMPERS/SKIRTS - Girls may wear either CEE jumpers/skirts called; **Campbell Plaid**-(purchased at the Uniform Place- Wauwatosa or Sunrise Clothiers-South Milwaukee) or **White Plaid**-(purchased through Land's End, using our school code, #900128638) regardless of the grade they are in. They must be of modest length. Tights, socks, leggings, or skin-tone stockings may be worn with either the jumper or the skirt. (See other color options above under socks/tights.)

SHOES are to be appropriate dress or tennis shoes with non-marking soles. No platform shoes or open toed sandals, etc. are allowed due to the danger of twisted ankles and stubbed toes.

ADDITIONAL DRESS CODE GUIDELINES

- Scouts are allowed to wear uniforms on the day of their meeting
- NO make-up is to be worn.
- Dangling earrings are not allowed. Only small stud-type earrings are allowed. No body piercing allowed other than the ears.
- No tattoos may be displayed.
- No dark nail polish or artificial nails.
- Hair color is to be natural in appearance. No unnatural colored streaks allowed.
- Purses are allowed but need to be stored in coat closets.
- Hair style and length is appropriate so to not interfere with anyone's learning.

SCHOOL SPIRIT WEAR GUIDELINES

On days indicated as **School Spirit Wear**, students may wear jeans or casual pants as long as they are not torn or ragged. Tops for spirit wear day may only be; current CEE spirit wear (ordered through school), older spirit wear with CEE on it, or a CEE athletic jerseys (basketball or volleyball). If students do not wear any of the options listed above, they need to wear their regular school uniform.

Interpretation and implementation of any part of this dress code policy will be at the discretion of the principal in consultation with the staff.

Students violating CEE's dress code will receive a check mark under dress code violation, which is part of our discipline policy.

Parents will be notified when their child does not meet the guidelines or is out of uniform, and if necessary, will be called to bring appropriate clothes for the student to wear.

Visitors

All parents/guardians and visitors are welcome to Catholic East during the school day. Please enter the school building via the Murray Ave. / Greenwich St. entrance. Appointments are necessary to observe a class. To help with school safety, all visitors must check in at the school office before going to the classroom. All visitors need to sign in at the office and pick up a visitors badge. This applies to all parent/guardian helpers also. When you are finished with your visit, please stop in the school office to return your badge and sign-out. Former CEE students **may not** visit during the school day. They are welcomed after school.

Field Trips

Permission slips and money must be returned to school by the due date indicated on the permission slip, prior to the field trip. If a child does not bring his/her written permission slip and money by the due date, the child will remain in school and will not go with the class on that trip.

Report Cards/Student Progress/Testing

Parents are kept aware of their child's progress in school by means of:

1. **Report Cards** issued four times a year.
2. **Parent/Guardian/Teacher/Student Conferences**. A mandatory conference is held when the first report card is issued. Students are required to attend this conference. Report cards will be held in the school

office until a conference occurs between the parent and teacher. Midway between the 2nd and 3rd quarter of the school year, requested conferences occur. Requests are made by either the teacher or parent.

3. **Special conferences** may be requested at other times by the teacher or the parents/guardians. Parents/Guardians are asked to make an appointment to see the teacher before or after school. Please make these appointments by means of a note to the teacher or a call to the School Office.
4. **Progress Reports** are issued halfway through each quarter to students in grades K4-1st. Please use **Webgrader** to check your child’s progress in grades 2-8. You will also be able to check student progress throughout the year by logging on to **Webgrader** and using your child’s private password. Each child has a special password which enables parents to check confidentially their child’s progress. Passwords are sent home in the early part of the school year. If you do not have internet available, please contact school for a hard copy.

5. *The following grading scale is used:*

A+	100-99	A	98-95	A-	94-93
B+	92-91	B	90-87	B-	86-85
C+	84-83	C	82-79	C-	78-77
D+	76-75	D	74-72	D-	71-70
U	69 or below				
I	Incomplete				

Incompletes may be given on report cards to those who are missing major assignments, tests, etc. This work must normally be completed **within 3 weeks** of the issuance of report cards. Work not turned in within 3 weeks will be given a zero and averaged in as such to determine a final grade for that quarter.

Testing

Testing, as an evaluation and review of the student's learning, is an integral part of the academic program. Formal and informal tests will be administered throughout the school year. Parents/guardians are encouraged to assist their children to study for their informal tests (quizzes, chapter/unit tests, etc.)

Standardized Tests: Students undergo standardized testing in early spring (March). We will be using the IOWA TEST OF BASIC SKILLS (ITBS) in grades 1-8. Once we receive the results, they will be sent home. All test results are part of the student’s permanent file.

Retention

A teacher may recommend that a student repeat the current grade they are in by using the following procedure:

1. At the end of the second quarterly marking period the teacher will discuss the student's problem with the parent/guardian and the principal. A plan for remedial action will be developed.
2. At the end of the third quarter marking period, the principal will discuss the possibility of retention with the parent/guardian. Written documentation of the discussion must be given to the parent/guardian, and retained by the teacher, guidance counselor and the principal.
3. Possibility of retention may not be initiated after the third quarter.
4. The parent(s)/guardian(s), teacher, guidance counselor and the principal should meet to discuss the final decision.
5. A retention decision must be signed by the parent(s)/guardian(s), the teacher, and the principal.
6. Retentions are based on a variety of circumstances that are individually based. Retentions may occur due to consistently failing core subjects throughout the year, numerous absences that exceed 10% of the school year (18), or other serious academic issues that occur within the school year.

Medication

Only medication that comes in its **ORIGINAL, LABELED** bottle along with **WRITTEN** parental permission and directions regarding the amount and times of medication will be dispensed. The name and phone number of the doctor must accompany all prescriptions. For your convenience a **Medication Consent Form is located in the Appendix of this Handbook.**

All Medication will be kept and dispensed from the school office.

Sports/Athletic Information

Catholic East offers coed basketball and girl's volleyball to students in grades 5-8.

Students participating in sports must have physical exam reports signed by a doctor stating that they are in good health and may be active in sports. This form is to be on file in the school office by October 1.

A release and consent form indicating that CEE is not liable for any injury occurring during, prior to, or after any sport activity, is to be in the school office by October 1.

Student 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. Students, who do not meet this requirement, might qualify for probationary status **IF** their effort is deemed satisfactory. Final determination will be made by the school principal after consultation with the student's teachers, coaches and the athletic director. A student's grades will be reviewed periodically to note any changes. Parents/guardians who wish to appeal the final determination are free to call the principal to set up a meeting to discuss their concerns.

Prohibited Items

Gum, candy, soda, weapons (fake or real), toys, radios, walkmans, electronic games, ipods, MP3 players or any illegal substance or paraphernalia are not allowed in school. Rollerblades, rollershoes and skateboards

are not to be worn at anytime on school premises. The school will not be responsible for any such items brought onto the premises. Disciplinary action may also be taken for violation of this policy.

The school recognizes many families use cell phones and pagers as a convenient means of keeping in touch. Still, these devices will not be allowed to disrupt the classroom or normal school day. Cell phones need to be kept in school bags and turned off. Students caught using cell phones without permission during the school day will have their phones confiscated by the principal. Parents will need to come to the school office to retrieve the cell phone.

Alcohol, Tobacco and Other Drugs

Students and employees have the right to attend school and work in an environment that is free from the non-medical use of drugs, alcohol and mood altering substances.

In compliance with the Drug Free Workplace Act of 1988 and the Wisconsin Act 201, 1989, the school site shall be a Drug Free Zone, free of alcohol, tobacco and other drug abuse.

Catholic East Elementary School recognizes that student experimentation and use of chemical substances, including alcohol, tobacco and other drugs, is a growing problem in our society. Use of these substances often leads to dependency, interferes with the learning environment and is detrimental to the individual's state of well being. However, use or possession of alcohol, tobacco, or other drugs while on school property or at school events will result in disciplinary action.

When needed, proper authorities will be contacted.

After School Care

After school care is available to all students. The cost per hour is: \$3 for 1 child, \$5 for 2 and \$6 for 3 children. You are billed on the half hour beginning at 3:30 p.m. Students need to enroll in order to be in after school care. Students receive a snack once they arrive in the classroom. Parents will be billed at the end of each month. Bills must be paid in full for students to use this service. All students are expected to follow the rules of good behavior.

Sign-Out Procedures

All students leaving school during the day for appointments or emergencies will need to be signed out by the adult transporting them. Please stop in the school office to sign the student out. If the student returns that same day, they do not need to be brought back in by the adult but the student needs to stop in the office before returning to class.

Vacation Planning

It is highly recommended that families refrain from planning long vacations during regular in-session school days. Teachers have the discretion as to whether or not they will provide homework ahead of time. This can be challenging for staff since teaching plans can change daily. The school calendar provides many opportunities to plan a vacation during the year. (Please refer to yearly calendar located at the front of the handbook.) It is also recommended that vacations and appointments do not occur during the 2 weeks of Iowa Testing for students in grades 1-8 which are usually the first two weeks in March.

Grievances

If at anytime a parent is dissatisfied with a situation that has occurred with their child's teacher, it is recommended that the parent/guardian follow a procedure of reporting the concern which should begin with that teacher first. If the situation does not improve, the parent/guardian should then contact the principal, Mrs. Robinson. If the matter is still not rectified, the parent/guardian should contact the Corporate Board President- Fr. Michael Michalski. The final step in the grievance process after all parties above have been contacted is to contact the Milwaukee Archdiocese Office of Schools. Following these steps of contact in the proper sequence will assure you the best way to resolve a concern when filling a grievance. (Milwaukee Archdiocesan Policy 4135.4)

Child Custody

When a student lives in multiple residences, and custody is shared by both parents, it is imperative that the school has legal documentation indicating shared custody. If the situation changes at anytime throughout the year, the school will need the most recent legal documents indicating the change. If custody is not 50/50, and one parent has primary placement they will receive the communications and mailings sent from the school. If the other parent would like copies, they will need to contact the school office to make those arrangements. If one parent needs to take their child to an appointment when it is the other parent's day/week, a phone call or note must be written from the part with placement that day, in order for the office to release that child to the parent.

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