



The word cloud contains the following terms (listed in approximate order of size and frequency):

- Top Section:** Faith, Catholic, Community, Mass, Books, Church, Middle School, Disciple, Jesus, Pencil, Caring, Math, Gym, Academics, Fun, Lunch, School, Caring, Art, Science, Teachers, God, Church, Mary, Principal, Discipline, Church, Sports, Faith, Parents, Catholic, Believers, Music, Discipline, Books, Church, Guidance, Parents.
- Bottom Section:** Faith, Catholic, Community, Mass, Books, Church, Middle School, Disciple, Jesus, Pencil, Caring, Math, Gym, Academics, Fun, Lunch, School, Caring, Art, Science, Teachers, God, Church, Mary, Principal, Discipline, Church, Sports, Faith, Parents, Catholic, Believers, Music, Discipline, Books, Church, Guidance, Parents.

Roncalli Catholic Elementary School	1408 Waldo Blvd.	683-6892
Roncalli Catholic Middle School	2109 Marshall Street	683-6884

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Mission Covenant*

To cultivate the call to holiness, inspire missionary disciples and champion academic excellence in the Catholic tradition based on the life and teachings of Jesus Christ.

Value Statements

Through the charisms of St. John Baptist de La Salle, St. Francis of Assisi, St. Edith Stein and St. John XXIII which give life to our mission, we commit to these values:

Discipleship

We make visible the Gospel command to love God and neighbor, by making a commitment to act justly toward all peoples and creation for the common good.

Academic Excellence

We strive to develop servant leaders, critical thinkers and lifelong learners who transform a global community by their witness of respect for all persons created in the image of God.

Spirituality

We commit to witness the gift of faith through the practice of prayer, liturgy, word and discipleship at Roncalli Catholic Schools, our local churches and the communities in which we live.

Community

We welcome, respect, and affirm the dignity and goodness of each person we encounter, recognizing our kinship as sisters and brothers of Jesus through life-affirming evangelization and service.

*Denotes a binding promise of relationship: Roncalli Catholic Schools and those served become one.

Adopted by Roncalli Catholic Schools Board of Trustees in January, 2021.

2022-23 Roncalli Elementary/Middle School Calendar

AUGUST					JANUARY				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	2	3	4	5	6
8	9	10	11	12	9	10	11	12	13
15	16	17	18	19	16	17	18	19	20
22	23	24	25	26	23	24	25	26	27
29	30	31			30	31			

SEPTEMBER					FEBRUARY				
M	T	W	T	F	M	T	W	T	F
			1	2			1	2	3
5	6	7	8	9	6	7	8	9	10
12	13	14	15	16	13	14	15	16	17
19	20	21	22	23	20	21	22	23	24
26	27	28	29	30	27	28			

OCTOBER					MARCH				
M	T	W	T	F	M	T	W	T	F
							1	2	3
3	4	5	6	7	6	7	8	9	10
10	11	12	13	14	13	14	15	16	17
17	18	19	20	21	20	21	22	23	24
24	25	26	27	28	27	28	29	30	31
31									

NOVEMBER					APRIL				
M	T	W	T	F	M	T	W	T	F
		1	2	3					
7	8	9	10	11	3	4	5	6	7
14	15	16	17	18	10	11	12	13	14
21	22	23	24	25	17	18	19	20	21
28	29	30			24	25	26	27	28

DECEMBER					MAY				
M	T	W	T	F	M	T	W	T	F
			1	2	1	2	3	4	5
5	6	7	8	9	8	9	10	11	12
12	13	14	15	16	15	16	17	18	19
19	20	21	22	23	22	23	24	25	26
26	27	28	29	30	29	30	31		

Calendar Highlights

Aug. 16	RES Teacher workday
Aug. 17	RCS New Teacher In-Service
Aug. 18	RCS Individual Building In-Service
Aug. 19	RCS In-Service
Aug. 22	RES Backpack drop off
	RMS Orientation in Evening
Aug. 23	RMS Teacher Workday
	RES Backpack drop off
Aug. 24	First Day of Classes 4K - Grade 8
Sept. 2	Noon Dismissal - Labor Day Break
Sept. 5	No Classes - Labor Day
Sept. 6	First Day of Classes 3K T/Th Session
Sept. 7	First Day of Classes 3K M/W Session
Oct. 10	No Classes - RCS Teacher In-Service
Oct. 27	End of 1st. Quarter
Oct. 28	No Classes - Teacher In-Service
Nov. 5	Food Fair at Roncalli High School
Nov. 10	RES & RMS Parent Teacher Conferences PM
Nov. 11	No Classes - RES & RMS Parent Teacher Conferences AM
Nov. 23	Noon Dismissal - Thanksgiving Break
Nov. 24 & 25	Thanksgiving Vacation
Dec. 23-Jan. 2	Christmas Vacation
Jan. 3	Classes Resume
Jan. 13	End of 2nd Quarter (1st Semester)
Jan. 16	No Classes - Teacher In-Service
Feb. 9	RES & RMS Parent Teacher Conferences PM
Feb. 10	No Classes - Teacher In-Service
Feb. 13	RCS - No Classes
Mar. 16	End of 3rd Quarter
Mar. 17	No Classes - Teacher In-Service
April 3-10	Easter Vacation
April 11	Classes Resume
April 29	Pierside Auction at High School
May 5	RCS Noon Dismissal
May 22	Last Day of 3K - M/W
May 23	Last Day of 3K - T/Th
May 23	Last Day of Classes 4K - Grade 8
May 23	8th Grade Graduation

- Indicates Vacation Day
- Indicates a Special Day
- Indicates the End of the Quarter

SECTION 1: ADMISSION AND REGISTRATION

ADMISSIONS & REGISTRATION

TUITION

EXTENDED CARE

SCRIP / FUNDRAISING

DRESS CODE

DAILY SCHEDULE

SCHOOL CANCELLATION

STUDENT WITHDRAWAL PROCEDURE

HOME SCHOOL STUDENTS

ADMISSIONS & REGISTRATION

Enrollment for Next School Year - Current RCS Student

Eligible: Current RCS enrolled student

Example: In the current school year, Silvia is enrolled as a 6th grade student at RMS. She will be returning to RMS for the next school year. Silvia's parents will enroll her for 7th grade using the Enrollment for a Current RCS Student through the FACTS portal.

Enrollment Period: First two weeks of February

Enrollment Caps Per Grade Level: Established by school principals

Requirements to Complete Enrollment: Parents/Guardians must update their FACTS family portal information and submit it.

1. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
2. Update and confirm the information is still current on each page of the enrollment packet for each currently enrolled student. Required information will have a red asterisk.
3. The tuition payment plan from the current school year will rollover as the plan for the next school year.
4. Electronically sign the FACTS enrollment packet.
5. Submit the FACTS enrollment packet from the bottom of the review page.
6. If enrolling in the first two weeks of February, the enrollment fee is waived. If enrolling after that period of time, a \$100/family enrollment fee must be submitted.
7. Roncalli Catholic Schools enrollment is now complete.
8. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

Enrollment REQUEST - NEW RCS Student

Eligible: Any new student to Roncalli Catholic Schools

Example: Thomas has attended Franklin Elementary School through 5th grade. For the next school year, Thomas' parents would like to enroll him in RMS for 6th grade.

Enrollment REQUEST Period: Begins day after priority enrollment time of current RCS students

Enrollment Caps Per Grade Level: Established by school principals

Requirements to Complete Enrollment: Parents/Guardians must complete the FACTS application and the FACTS enrollment packet. The student and parent/guardian must attend a meeting with the school principal or designated staff member.

1. Complete an application through the FACTS family portal located on the Roncalli website (roncallicatholicschools.org). The district code is RON-WI. Enter the required information into each page.
2. Roncalli will receive the application and authorize FACTS to send an email to the parents/guardians with the FACTS enrollment packet. Parents/Guardians have 48 hours to complete and submit the enrollment packet and enrollment fee.
3. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
4. Complete each page of the Enrollment Packet.
5. Choose a tuition payment plan.
6. Electronically sign the FACTS enrollment packet.
7. Submit the FACTS enrollment packet from the bottom of the Review page.
8. Submit payment of the \$100.00 enrollment fee. There is one enrollment fee per family.
9. Roncalli Catholic Schools enrollment is now complete. New students will be asked to attend a meeting with the school principal or designated staff member. Upon completion of the meeting, students will be notified of acceptance into RCS for the next school year.
10. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

Enrollment REQUEST - New Student Who is a Sibling of a Current RCS Student

Eligible: New students to RCS with a currently enrolled RCS sibling

Example: In the current school year, David is enrolled as a 3rd grade student. David's parents will enroll him for 4th grade using the Enrollment for a Current RCS Student.

David has a younger sibling, Cristina, who would like to attend RES for the first time as a 4K student. David's parents will make an enrollment request for Cristina using the Enrollment REQUEST for a New Student of a Current RCS Student found in the FACTS portal.

Enrollment REQUEST Period: Begins day after priority time of current RCS students

Enrollment Caps Per Grade Level: Established by school principals

Requirements to Complete Enrollment: Parents/Guardians must complete the FACTS application and the FACTS enrollment packet. The student and parent/guardian must attend a meeting with the school principal or designated staff member.

1. Complete an application through the FACTS family portal located on the Roncalli website (roncallicatholicschools.org). The district code is RON-WI. Enter the required information into each page.
2. Roncalli will receive the application and authorize FACTS to send an email to the parents/guardians with the FACTS enrollment packet. Parents/Guardians have 48 hours to complete and submit the enrollment packet and enrollment fee.
3. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
4. Add new student to the existing FACTS family portal and complete an Enrollment Packet for that student.
5. The family's established tuition payment plan will apply to this student.
6. Electronically sign the FACTS enrollment packet.
7. Submit the FACTS enrollment packet from the bottom of the review page.
8. Submit payment of the \$100.00 enrollment fee. There is one enrollment fee per family.

9. Roncalli Catholic Schools enrollment is now complete. New students will be asked to attend a meeting with the school principal or designated staff member. Upon completion of the meeting, students will be notified of acceptance into RCS for the next school year.
10. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

Student Waitlist

Eligible: Any student who was not able to enroll under before mentioned enrollment processes due to enrollment caps being met

Enrollment Caps Per Grade Level: Established by school principals

Requests to be Added to Waitlist: Done on a daily basis once enrollment caps have been met

Procedure for Using Waitlist After Current and New Student Enrollments are Complete:

Students will be placed on the waitlist in the order requests are received. Parents/Guardians will receive an invitation to complete the FACTS enrollment packet if a seat becomes available. Seats will be filled on a one-by-one basis.

Requirements to Complete Enrollment: Parents/Guardians must complete the FACTS application and the FACTS enrollment packet. The student and parent/guardian must attend a meeting with the school principal or designated staff member.

1. Complete an application through the FACTS family portal located on the Roncalli website (roncallicatholicschools.org). The district code is RON-WI. Enter the required information into each page.
2. Roncalli will receive the application and authorize FACTS to send an email to the parents/guardians with the FACTS enrollment packet. Parents/Guardians have 48 hours to complete and submit the enrollment packet and enrollment fee.

3. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org).
Reminder: The district code is RON-WI.
4. Complete each page of the Enrollment Packet.
5. Choose a tuition payment plan.
6. Electronically sign the FACTS enrollment packet.
7. Submit the FACTS enrollment packet from the bottom of the review page.
8. Submit payment of the \$100.00 enrollment fee. There is one enrollment fee per family.
9. Roncalli Catholic Schools enrollment is now complete. New students will be asked to attend a meeting with the school principal or designated staff member. Upon completion of the meeting, students will be notified of acceptance into RCS for the next school year.
10. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

RONCALLI

CATHOLIC SCHOOLS

2022/2023 School Year Costs

By providing a means for ALL students to afford to attend Roncalli Catholic Schools, we can fulfill our mission. No one pays the total cost of education. The maximum Parent Contribution is already reduced by parish investments, fundraising revenue, and other generous donations. Flexible Tuition allows us to assist more families whose circumstances require financial flexibility.

Flexible Tuition means that we look at your individual family circumstances to determine your tuition contribution toward the cost of education.

GRADE LEVEL	MAXIMUM PARENT CONTRIBUTION	COST OF EDUCATION
High School (9-12)	\$7,500	\$16,000
Middle School (5-8)	\$3,700	\$7,920
Elementary School (K-4)	\$3,400	\$7,280
4K (all day)	\$3,000	\$6,420
4K (1/2 day)	\$2,000	\$4,280
3K (2 days/week)	\$1,100	\$2,350

Additional ways families can reduce their school costs

Scrip can be used to purchase gift cards for frequent or one-time purchases. Your portion of the revenue you generate is applied to your tuition account.

Hosting an international student gives families a discount for their own student. Some programs also provide a monthly stipend for the host family.

Wisconsin Tax Credit can be claimed for private school tuition.

Wisconsin Parental Choice Program (WPCP) pays all tuition costs for qualifying students. Once accepted into WPCP, it pays for the student through high school graduation.

Additional scholarships are available to freshmen, members of some parishes, or Catholic Financial Life families.

Education Savings Accounts, such as 529's and Coverdell, may be used for K-12 tuition.

TUITION ASSISTANCE/SCHOLARSHIPS

A Catholic school offers parents a means by which their children can be exposed to the teachings and values of the Catholic Church on a daily basis. This constant exposure will nurture and help the child grow closer to God. Through a Catholic school, the child experiences the love of Jesus Christ and grows in both understanding and commitment to faith.

The Roncalli Catholic Schools believes that a Catholic education is of great value to parents and their children. To that end, the payment of tuition is an expression of the importance of the school to the parent.

The Roncalli Catholic Schools community recognizes that, due to unique economic factors, there is a need to offer financial assistance on the basis of documented need to our families.

There are several types of financial assistance available:

Wisconsin Parental Choice Program - The Wisconsin Parental Choice Program (WPCP) allows students who reside in a Wisconsin school district (other than the Milwaukee or Racine Unified School District) to attend any participating private school if certain eligibility criteria are met and the students are selected in the random drawing conducted by the Department of Public Instruction (DPI). The private school, on behalf of the pupil's parent or guardian, receives a state aid payment for each eligible student.

If your family income places you at or below 220% of the federal poverty guideline you may consider applying for a voucher through the Wisconsin Parental Choice Program (WPCP) via the DPI. These vouchers are awarded on a lottery basis and cover the cost of the base tuition and the registration fee.

Tuition Assistance Grants - These are credited against the total amount of tuition owed by a family. Tuition Assistance grants are awarded on the basis of financial need. Parents are required to complete an online application through the FACTS Tuition Management program. The link to the application can be found on our website. Parents are encouraged to include a statement of need explaining any extraordinary circumstances.

Special Scholarships/Grants - From time to time, local groups/organizations or families will offer a scholarship or grant. These may be *restricted* in some way such as (but not limited to): students from a particular year in school or participants in a specific event or activity. These scholarships or grants are highly variable and many times are one-time grants. Many times the group will contact the administration and ask us to identify a recipient according to their criteria or they will ask us to supply them with a list of students that we believe fulfill the restrictions for their selection. Having a *Financial Assistance Application* on file keeps you in the pool of potential recipients when this type of scholarship becomes available.

For further information, please contact Nicole Hamann at the Roncalli Catholic Elementary School Office at (920) 683-6892 or by email to: nicole.hamann@roncallcatholicschools.org.

SCRIP

What is Scrip?

- A real and negotiable gift certificate from participating merchants – each merchant provides its own gift certificate exactly like the ones already sold in their stores.
- Use just like cash to pay for your everyday purchases. There is no difference between scrip and cash when you go shopping – you just have a special certificate for that store.
- **You are not spending one cent more than what you normally would and you are not purchasing anything that you do not want or need.**

How is income earned from the scrip program?

- Income is generated by people using gift certificates rather than cash to purchase everyday items.
- The gift certificates are purchased at a discount from the participating merchants and sold to you at face value. The discount becomes an ongoing source of income for our schools.
- **Example: A purchase of \$100.00 in Pick n' Save SCRIP at 4% generates \$4.00 of profit.**

Why do businesses participate?

- Businesses have the money “up-front” to invest – no need to depend on shopping trends.
- There are no bad debts.
- If you use a charge card instead of scrip, 4% of the purchase goes to the charge card company instead of remaining with the local business.
- Creates potential new customers and increases current customers purchases – it is a great marketing tool.
- Reduces advertising costs and increases positive public relations.
- The discount given to our schools can also be used as a corporate tax donation.

How do I use the Scrip gift certificates?

- Use scrip to purchase groceries and gasoline and to pay for prescriptions and optical services.
- Use participating department store charge cards to charge your purchases – use scrip to pay your bill when it arrives.
- Scrip gift certificates make great gifts!

How do I purchase Scrip?

- Scrip Envelope: Use a daily order form for orders sent to school with your child to be received the same day.
- Weekly Scrip Envelope: Use a weekly order form for larger dollar amount orders and businesses not on the daily order form: Order Friday by 9:30 a.m. to be received on the following Friday.

Francis of Assisi parish (SFA) sponsors a scrip program to benefit RCS, its students and their families. Fifty percent of the rebate credits generated will be applied to the families FACTS account. The remaining rebates will go to SFA to cover expenses in running the program and support of RCS.

If a situation arises where a family leaves RCS, the accumulated rebates will go to RCS to determine distribution.

In the event of a death or divorce, the right to make tuition credit designation may be as ordered by the appropriate court.

Scrip accounts do not earn interest, nor are funds available for payout directly to families or individuals.

This scrip year will run from June 30, 2022 to June 30, 2023. A new agreement must be signed each year.

Quarterly, Oct. Jan. April and July, reports will be sent to each family with a Scrip agreement by the 10th of the month. Profit status will then be sent to the RCS business office by the end of the month. The money earned from your scrip rebates will be applied to your FACTS account by RCS personnel. RCS will credit the profit earned to the family account and will also determine how it is applied.

NSF checks are the responsibility of the purchaser with a fee of \$ 30.00 added to any NSF amounts due to cover bank costs. The NSF and banking fee must be paid before any further Scrip orders can be filled.

Families that do not sign and return this Scrip agreement form will **NOT** accumulate any credit in their accounts until and unless said agreement form is filed with the SFA Scrip office.

If a family would like to use St. Peter the Fisherman for their Scrip purchases they will need to have a SCRIP agreement with them.

EXTENDED CARE

Roncalli Catholic School's extended care program provides a warm, safe, and nurturing environment consistent with the philosophy, structure, and routine provided during the regular school day.

ELIGIBILITY: All registered students at Roncalli Catholic Schools (RCS) are invited to use our extended care program congruent with their families' needs. Parents/guardians must complete and submit a registration form and calendar **before** attending.

Extended Care Program hours:

Elementary School Campus:

Before School Extended Care (3K-Grade 4) - 6:30 a.m. to the start of the school day.

After School Extended Care (4K-Grade 4) - 3:15 p.m. to 6:00 p.m.

***Please note: extended care is not offered in the afternoons for our half-day 3K or 4K students.**

Middle School Campus:

Before School Extended Care - at Middle School Campus (Grades 5-8) - 6:30 a.m. - 7:45 a.m.

After School Extended Care - 3:15 p.m. - 6:00 p.m. (must take the shuttle bus from Middle School to the Elementary School)

SCHEDULE: Before and after-school extended care is open on FULL school days only. No school extended care will be offered on regularly scheduled early dismissal days or if school closes early due to inclement weather.

All extended care programs will be closed if the school is closed for vacations or staff development days.

Extended care must be used before school if a student arrives at the Elementary Campus before 8:00 a.m. or before 7:25 a.m. at the Middle School Campus. After-school extended care must be used if students cannot be picked up by 3:25 p.m. at the elementary school.

Elementary school students who are not picked up by 3:25 p.m. will be sent to extended care. Middle School Campus students can utilize after-school extended care by taking the shuttle bus to the Elementary Campus.

WEATHER-RELATED CLOSINGS: Closings and delays will be announced over our school's Swift Alert System, posted on the school website and Facebook page, and over the local radio stations, WCUB-980 AM, WOMT-1240 AM, WLTU-92.1 FM, WQTC-102.3 FM, and television WFRV channel 5, WLUK channel 11 and WBAY channel 2. Every effort will be made to make the school-closing announcement by 6:30 a.m.

If a two-hour delay is imposed, morning extended will not operate. If adverse winter weather emergencies develop during the day, announcements will be made on our school's Swift Alert System, posted on the school website, Facebook page, and over the radio stations. If the Roncalli Catholic School closes early because of weather conditions, extended care will also close.

FAMILY REGISTRATION FEE: A non-refundable registration fee of \$15.00 per family must be paid via check upon submitting registration form.

HOURLY FEES:

\$5.00 per hour for the first student

\$2.50 per hour for each additional student

\$5.00 late pick up fee after 6:00 pm

*All billing is done in 15-minute increments

All student attendance time and charges will be tracked and assessed through the FACTS incidental billing.

Shuttle Bus

RCS offers shuttle bus services, at no charge, to our middle school students who need transport to our elementary school. This shuttle bus is provided for students who:

- 1.) Participate in the extended care program at the elementary school after school.
- 2.) Students who walk home from the elementary school location and
- 3.) Students who have siblings at the elementary school.

We are asking that families stick to these guidelines. Once students arrive at the elementary school the students **MUST go to extended care, walk home, or meet their ride in the parking lot. Failure to adhere to this will lead to loss of shuttle bus transportation privileges.**

DRESS CODE

School Uniforms:

Maintaining a dress code for a school is a partnership between school and home. It is important for both parties to work together to ensure that all students dress neatly and appropriately for school. A dress code is fundamental to help students learn a skill required for success in getting and keeping employment linked to appearance. A school dress code is a way to teach students a respectable appearance and ensure each student is dressed for success, a lesson with great impact on student self-respect and self-esteem.

At all times, clothing must reflect the values of Roncalli Catholic Schools. **The dress code is subject to interpretation by the school principal and will be enforced at all times.** **NEW: ALL STUDENTS IN GRADES 4K - 4 MUST WEAR UNIFORMS.** To help guide your uniform selections, please refer to the RES dress code as identified on the following pages:

Roncalli Catholic Elementary School Dress Code

NEW: ALL STUDENTS IN GRADES 4K - 4 MUST WEAR UNIFORMS.

- Uniform skirts and uniform culottes are RCS uniforms in navy blue or tan khaki. Uniform jumpers are RCS uniform plain (hunter/classic navy plaid), navy blue, or tan khaki.



- Uniform pants or uniform dress walking shorts are belted or belt-less style dress slacks only. The colors are solid navy blue or tan khaki. Shorts and capris season is **May 1 through September 30** and/or at the discretion of the building principal. No leggings or yoga-style pants without wearing a skirt over the top.
- Skirts, dresses, and shorts must be fingertip length (when the student is standing with arms straight down at the sides the skirt must lay beyond the tips of the fingers).
- Shirts, blouses, polo shirts, and turtlenecks (regular & mock) are solid colors navy blue, light ("Columbia" blue), or white. (no aqua, turquoise, etc.). All shirts and uniform dresses shall have a collar and long or short sleeves.





- ALL clothing must be in good repair - may not have rips or tears or distressing of any type.
- RCS school name or a half-dollar-sized logo is acceptable on a collared shirt.
- **Hoodless** sweaters or sweatshirts can be worn over uniform shirts. Solid color navy blue, light ("Columbia") blue, or white (no aqua, turquoise, etc). School name or logo is acceptable on sweaters and hoodless sweatshirts for in-school wear.
- Shoes: Gym/deck/flats/dress must be closed-toe and heel required. Required to have all laces tied. High heels/wedges, sandals, flip-flops, Crocs, clogs, and "wheelie" skates are not permitted.
- Socks: Socks must be worn. Colors should be solid or printed navy blue, light ("Columbia") blue, black, white or red in any style, including solid-colored tights.
- Tights or leggings must be worn with skirts, skorts, or dresses from **October 1st until May 1st** and/or at the discretion of the building principal.
- Hair: Hair must be neat and clean and out of the eyes. No unnaturally colored hair.
- Sunglasses, caps, or head coverings may not be worn in the school building.
- Earrings: Girls should only wear studs or small hoops; boys may not wear earrings.
- No make-up of any kind.
- Clothing and accessories may not advertise alcohol, tobacco, drugs bands/musical groups nor should they have sarcastic or demeaning messages on them. Nor should they advertise, allude to, or refer to bars, drugs, alcohol, tobacco, sex, nudity, violence, or anything contrary to the schools' mission and beliefs.

The principal may announce special non-uniform days with the following guidelines:

- Students may wear shirts that are scoop neck, V-neck, or a style that is not a traditional T-shirt style. Any shirt that is solid-colored, striped, or has a pattern of some type is acceptable, but no words or sayings on it.
- No bare shoulders, no bare midriffs should be showing. A minimum of a capped sleeve is required and should cover the shoulder.
- Clothing and accessories may not advertise, allude to, or refer to bars or establishments that promote alcohol, tobacco, drugs, sex, nudity, violence, weapons, bands/musical groups nor should they have sarcastic or demeaning sayings on them or on anything contrary to the schools' missions and beliefs.
- Shoes: Gym/deck/flats/dress must be closed-toe and heel required. Shoes are required to have all laces tied. High heels/wedges, sandals, flip-flops, Crocs, clogs, and "wheelie" skates are not permitted.
- No underwear should be shown at any time.
- Pants may not have rips, tears, or distressing of any type.
Skirts, dresses, and shorts must be fingertip length – the length of skirt/shorts must be

below the fingertips of the student while standing with arms extended straight down at the sides. Leggings/bike shorts are not permitted unless wearing a skirt over the top.

Elementary School Dress Code Violation Consequences

- **First Offense:** The student will be required to change the questionable article of clothing using clothing that is provided by the school and a dress code violation slip will be sent home for parents to sign. Article may not be worn again.
- **Second Offense:** The student will be required to change the questionable article of clothing using clothing that is provided by the school and a dress code violation slip will be sent home for parents to sign along with a phone call to the parent. Article may not be worn again
- **Third Offense:** A parent is contacted to bring their student a change of clothes and students will lose the non-uniform days at the elementary. Article may not be worn again

Middle School Campus

The middle school will follow the following dress code policy:

- Collared shirts are acceptable with a small, no greater than a half-dollar sized emblem or logo on it.
- No college or professional team apparel (unless announced by the principal on special occasion days).
- Roncalli apparel is the only acceptable team apparel allowed unless specified by the building principal.
- Students may wear shirts that are scoop neck, V-neck, or a style that is not a traditional T-shirt style. Any shirt that is solid-colored, striped, or has a pattern of some type is acceptable, but no words or sayings on it, nor any logo that is greater than a half-dollar size. No bare shoulders, no bare midribs should be showing. Minimum capped sleeves are required and should cover the shoulder.
- RCS or plain sweatshirts are acceptable for the dress code. Sweatshirts that have logos or sayings that are not Roncalli apparel are not allowed.
- No sweatshirts (of any type) are allowed on liturgy days. If a child is cold, a student may wear a fleece, a sweater or jacket if it is too cold in church.
- Hats, sunglasses and bandanas are not allowed in school.
- Shoes: Gym/deck/flats/dress must be closed toe and heel required. Shoes are required to have all laces tied. High heels/wedges, sandals, flip-flops, Crocs, clogs and "wheelie" skates are not permitted.
- Socks, stockings, or peds must be worn at all times.
- No excessively tight or loose pants are to be worn. No underwear should be showing at any time.
- Distracting or unnatural hair coloring is not allowed.

- Shorts and capris season is May 1 through September 30 and/or at the discretion of the building principal.
- Non-traditional days may be announced by the principal at any time.
- Students may wear Roncalli or other sports' team apparel.
- Jeans days are on the last day of the school week. They may not have holes, rips, tears or any type of distressing. Sweatpants may be worn on jeans days at the middle school only.
- Extra jeans days will be announced.
- Clothing and accessories may not advertise, allude to, or refer to bars or establishments that promote alcohol, tobacco, drugs, sex, nudity, violence, weapons, bands/musical groups, nor should they have sarcastic or demeaning sayings on them or on anything contrary to the school's missions and beliefs.
- Skirts, dresses and shorts must be fingertip length.
- Earrings: studs or small hoops allowed. Boys are not allowed to wear earrings.
- Makeup should be used at a minimum.
- Leggings/jeggings may only be worn under a skirt, dress, and long tunics and non-tucked-in blouses.
- Leggings/jeggings worn with long sweaters are not permitted.
- No form-fitting tops.
- Backpacks must remain in the student's locker.

If a student is out of dress code, a parent will be contacted regarding the questionable piece of clothing and that article may not be worn again. Students will be required to change. Clothing will be provided if new clothing is unable to be provided to students by family. Multiple dress code violations will have consequences determined by the principal.

Middle School Dress Code Violation Consequences

- **First Offense:** A parent will be contacted regarding the questionable piece of clothing. Article may not be worn again.
- **Second Offense:** A parent will be contacted regarding the questionable piece of clothing and the student will be required to change. (Clothing will be provided if new clothing is unable to be provided to student by family)
- **Third Offense:** A detention will be given for a dress code violation during the week.

***If you have further doubts, the questioned item of clothing more than likely is not appropriate for school.**

DAILY SCHEDULE

Elementary School Campus

8:10 A.M. - Doors Open

3K - Enter at Door #1 Ramp Door

Grades 4K – 4 – Enter at Door #5

8:20 A.M. - Classes Start

3:15 P.M. - Dismissal - Exit Door #5

School Office (920) 683-6892

School Secretary – Holly Ford

Principal – Adrienne Lundy

3K Program

8:20 – 11:30 AM

4K –Half Day Program

8:20 – 11:30 AM

4K –Full Day Program

8:20 – 3:15 PM

Grades K - 4

8:20 - 3:15 PM

Grades 5-8

7:45-3:00 PM

Middle School Campus

7:45 A.M. - Doors open

7:50 A.M. – Homeroom

3:00 P.M. – Dismissal

School Office (920) 683-6884

School Secretary – Brigitte Luedtke

Principal – Steven Thiele

Roncalli Elementary School:

Administrative Assistant:

Holly Ford

Financial Specialist:

Nicole Hamann

Roncalli Middle School:

Administrative Assistant:

Brigitte Luedtke

ARRIVAL/DISMISSAL

Before and after school extended care must be used if a student must arrive at the Elementary Campus before 8:00 a.m. or before 7:25 a.m. at the Middle School Campus. Each campus has its own line-up and entrance procedure.

Students and parents may go and see a teacher before school only if prior arrangements have been made.

Extended care must be used before school if a student arrives at the Elementary Campus before 8:00 a.m. or before 7:25 a.m. at the Middle School Campus. After-school extended care must be used if students cannot be picked up by 3:25 p.m. at the elementary school.

Elementary school students who are not picked up by 3:25 p.m. will be sent to extended care. Middle School Campus students can utilize after-school extended care by taking the shuttle bus to the Elementary Campus. Students are not allowed on the elementary playground equipment.

Students are to go to extended care or to their parents after coming off the shuttle. If this is not followed parents will be notified and consequences will be issued.

All students except those taking buses or who are in the extended care program will be expected to leave the building and grounds promptly at dismissal time. Unless the school has been notified of a late pick up, the parent/guardian will be called. At the elementary school campus any student not picked up by the second bell (3:25 PM) will be sent to Extended Care and will be billed accordingly. No supervision is provided after 3:25 PM. Students may not wait alone unsupervised.

SCHOOL CANCELLATION

Closings and delays will be announced over our school's Swift Alert System, posted on the school website and Facebook page, and over the local radio stations, WCUB-980 AM, WOMT-1240 AM, WLTU-92.1 FM, WQTC-102.3 FM, and television WFRV channel 5, WLUK channel 11 and WBAY channel 2. Every effort will be made to make the school-closing announcement by 6:30 a.m.

If a two-hour delay is imposed, morning extended care will not operate and classes for 3K and half-day will not be held. If adverse winter weather emergencies develop during the day, announcements will be made on our school's Swift Alert System, posted on the school website, Facebook page, and over the radio stations. If the Roncalli Catholic School closes early because of weather conditions, extended care will also close.

STUDENT WITHDRAWAL PROCEDURE

1. Requests for student withdrawal must be directed to the school principal(s).
2. A withdrawal form is to be completed by parent/guardian and an exit interview conducted with the director of admissions.
3. All outstanding fees must be paid when a student transfers.

SECTION 2: ATTENDANCE

VACATION

ANTICIPATED ABSENCES

ABSENTEE POLICY

TARDY

FOOD AND MILK PROGRAM

NOON PERIOD

ATTENDANCE

Students are expected to be present in school unless ill or otherwise excused. If your child is ill, please call the school office by 9:00 a.m. to report the absence. Please inform the school office when your child has a medical appointment. However, since attendance during the school day is of utmost value, we ask that parents make doctors and dentist appointments after school or on days off whenever possible. All students who leave during the school day must be signed out by a parent or guardian and signed back in when they return to school.

Vacations:

The learning process occurs because of interaction between students and teachers. Extended vacations disrupt this process. Parents are encouraged to take family vacations during times school is not in session.

Anticipated Absences:

In the event of an extended absence, an Anticipated Absence Form needs to be completed before the absence occurs if possible. Forms are available in the school office. Before an extended absence is taken, please contact the school principal. Any homework missed will be given upon the child's return. Please be aware that extended vacations taken during the school year could disrupt your child's learning and result in lower grades.

Absentee Policy:

1. Each absence – whether excused or unexcused -- shall be recorded on both the student's permanent record (electronic or paper copy) and on the regularly scheduled report card.
2. A written or verbal excuse from a parent/guardian is to be provided for an absence. All students who leave during the school day must be signed out by a parent or guardian and signed in when they come back to school. Not following this procedure will result in this absence being treated as unexcused.
3. Possible reasons for excused absences:
 - i. Illness
 - ii. Death in the family
 - iii. Family emergency
 - iv. Quarantine
 - v. Medical appointments
 - vi. Travel in poor weather
 - vii. Others excuses will be at the discretion of the principal
4. Any unexcused absence and frequent absences – whether excused or unexcused -- shall be examined by school personnel, with possible consultation and/or penalties imposed for unexcused absences.
5. Excessive absences (10 days or more per semester), whether they be anticipated, excused or unexcused, may make it necessary to have a conference with the principal.
6. If a student will be out longer than 3 weeks with an illness a physician's order must give a reason why the student will be out, what can be expected of the student during the time out, a projected return date, and the physician's order must be renewed every 30 days if it is a prolonged issue.

7. If a student is out for longer than a month a release to speak with the medical provider must be on file.
8. Any absence that does not fit the guidelines of an excused absence is unexcused. The school reserves the right to determine if an absence is to be judged excused or unexcused. If a student has more than five unexcused absences in a semester the student will be considered habitually truant under 118.16(1)(a)(c) of the Wisconsin State Statutes.
9. Students shall be held responsible for making up all school work missed through absences, in a set amount of time.

Tardy:

Any student tardy to school is required to arrive in the office with a parent or guardian to sign the student into school. Planned late arrivals must send a note to school the day before the appointment or call the school office. After school detention will be served in the middle school if more than 3 unexcused tardies occur per quarter. Repeated tardiness will require a parent conference with the principal.

LUNCH PERIODS

The Roncalli Catholic School requires that all students remain at school for the noon lunch period. Students may choose to bring lunch from home or purchase hot lunch, which is served daily. The menu for the month is posted online at:

<https://rem.s.roncallicatholicschools.org/hot-lunch-breakfast-calendars>. Students bringing their own lunch may purchase milk for 40¢ a carton. Cold lunch milk is purchased using a student's ID. Milk purchases are assessed to the family account each day and account balances must be paid each month. All students are expected to follow the rules of the lunchroom.

FOOD AND MILK PROGRAM

- Hot lunch and breakfast are served daily. The student's choice of chocolate or white milk is included with the cost of the meal.
- Students eating cold lunches have the option of purchasing white or chocolate milk to accompany their meal.
- Only students with milk allergy may substitute water when taking hot lunch.
- Applications for free and reduced lunch and breakfast are given at the back-to-school meetings and also available at the school offices. Parents may apply any time during the year.
- Lunch and breakfast charges are recorded and billed as you go through FACTS incidental billing. Student charges can be viewed at anytime using the family access to FACTS financial management.
- All payments must be made in accordance with the payment terms identified within FACTS.

Elementary School

Breakfast: \$1.95

Lunch: \$2.80

Milk for cold lunch: 40¢

Middle School

Breakfast: \$1.95

Daily: \$2.80

Milk for cold lunch: 40¢

Breakfast Program

Students are invited to eat breakfast at school. Breakfast is served at 7:25 a.m. at the middle school and at 7:40 a.m. at the elementary school.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SECTION 3: HEALTH AND SAFETY

ILLNESS

COMMUNICABLE DISEASES

ADMINISTRATION OF MEDICINE

IMMUNIZATION REQUIREMENTS

FIRE/TORNADO DRILLS

SCHOOL SAFETY

EMERGENCY CONTACT INFORMATION

SAFETY PATROLS

STUDENT ASSESSMENT

STANDARDIZED TESTS

FUNCTIONAL ASSESSMENT TEAMS/SUPPORTIVE CONSULTANTS

REPORT CARDS

PARENT/TEACHER/STUDENT CONFERENCES

HOMEWORK

HEALTH AND SAFETY

Illness:

When a child leaves school due to illness or because of an appointment, **parents must sign the child out** in the school office and **sign the child back in** upon return to school.

Parents are expected to call the school no later than 9:00 a.m. to excuse the child. If the parent does not contact the school by this time, the school secretary will contact the parent at home or work. Please notify the school as soon as possible if there will be an extended absence because of illness. If a call to the office is not made by 9:00 a.m. the day of the absence it will be considered an unexcused absence.

Students will be sent home if they report or if we have observed the student presenting signs and symptoms of illness as listed but limited to the symptoms below. To keep our entire school community safe, we asked you to promptly pick him/her up from school. **Your student may only return when they prove to be symptom-free and fever-free (without the use of fever-reducing medications) for a minimum of 24 Hours.** When you pick your student up from school, you will be handed a form (sample of form on next page) indicating the date and time of eligible return. If your students arrive at school before that specified time, they will not be able to enter the building.

- Persistent cough
- Shortness of breath
- Difficulty breathing
- Fever (greater than 100.4)
- New or atypical headaches
- Chills
- New unexplained muscle pain
- Sore throat
- Recent, sudden loss of sense of smell or taste
- Gastrointestinal symptoms of diarrhea, vomiting, or nausea
- Congestion or runny nose

Communicable Diseases:

Students should not attend school when they show signs of communicable diseases such as pink-eye, chicken pox, scarlet fever, lice, ringworm, etc. unless with able to provide a statement of treatment from a physician. Children should not be sent to school if they are ill. Students exhibiting visual signs of illness will be sent home until they remain symptom free for 24 hours.



Dear Parent/Guardian,

Your student has reported or we have observed your student presenting signs and symptoms of illness. Therefore, in an effort to keep our entire school community safe, we have asked you to pick him/her up from school. **Your student may return when they prove to be symptom-free and fever-free (without the use of fever-reducing medications) for a minimum of 24 Hours.**

Your student first reported symptoms at _____ am/pm on _____.

Your student may first return to school at _____ am/pm on _____ only if they are symptom and fever free.

If your student arrives at school before this time, we will need to send your student back home until they have completed their symptom-free 24 hours.

If your student presents any of the symptoms listed below, we ask that you contact your physician to identify your next steps.

- New-onset cough
- Shortness of breath
- Difficulty breathing
- Fever (greater than 100.4)
- New or atypical headaches
- Chills
- New unexplained muscle pain
- Sore throat
- Recent, sudden loss of sense of smell or taste
- Gastrointestinal symptoms of diarrhea, vomiting, or nausea
- Congestion or runny nose

This protocol has proven to not only be effective in stopping the spread of COVID but also other illnesses in our schools. Thank you for your cooperation in keeping our entire school community safe!

School Principal
Roncalli Catholic Schools

ANTICIPATED ABSENCE FORM

Student Name: _____

Dates student will be absent: _____ **through** _____

Reason for absence: _____

Parent Signature: _____ **Date:** _____

The final decision to take your son/daughter out of school rests with you the parents. However, we all know many aspects of classroom instruction such as demonstrations, experiments, group discussion, films, etc. cannot be made up by doing assignments after returning to school. If possible, we urge you to schedule trips or vacations when school is not in session. Your child is responsible for getting work assigned while he/she is gone, and completing this work within the time lines suggested.

Teacher acknowledgement and recommendation:

_____ Your son/daughter is doing marginal work at this time and cannot afford to miss class.

OR

Subject: **Teacher Initials:** **Additional teacher comments:**

Principal _____ Date _____

Administration of Medicine

According to the Diocesan Policy #5141:

1. No prescription medication will be administered by the school personnel without the Medication Consent Form and the Physician Order for Medication. These forms can be obtained from the school office. After the form has been filled out and returned to school, the appropriate representative of the school will administer the medication.
Medication must be in the original container.
2. Prescription medication to be given out in school must include the following information:
 - Child's full name
 - Name of drug and dosage
 - Time to be given
 - Physician's name
3. **Non-prescription medications must be in the original container and be accompanied by the School's Medication Consent Form before medication will be administered.** Cough drops are considered a medication. Cough drops on a stick are not permitted.
4. It is the responsibility of the students, if appropriate, not school personnel, to get his/her medication at the designated time.
5. Band-aids can be obtained from the teacher or the school office. Students requiring more than a band-aid for a wound will get proper attention from the school office; however, the school personnel cannot administer any antiseptic sprays or ointments on wounds unless directed by a signed physician order or direct permission of the parent/guardian.

Every effort should be made to administer medication at home.

Immunization Requirements

Records of vaccinations must be kept in the student's folder at school. Parents will notify the school office as soon as a child receives any vaccination. All students must have the following:

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

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

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) ¹	4 DTaP/DTP/DT ²	3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸	
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

Fire and Tornado Drills

Fire drills are held monthly during the school year, as weather will allow. Students are instructed in the proper procedure for each school site. Tornado drills are held in the fall and spring.

School Safety

Each school has a safety plan that includes preventing and responding to the potential danger of an intruder in the building. All guests, **including parents will be greeted at the door from (7:30 a.m. - 3:30 p.m.)**. No one will be permitted in the building without a scheduled appointment. This is a policy of the Roncalli Catholic Schools, as well as a safety requirement for schools. If non-students, non-volunteers, or non-personnel are in school, staff members are required to ask, "Have you checked in at the office?" This is a matter of safety for the good of our children and staff members. All members of our community help to prevent an unsafe or dangerous incident by following school procedures. School doors are always locked and monitored with security cameras. Anyone entering the buildings will be recorded on camera.

Emergency Contact Information:

The emergency information form each parent/guardian fills out at registration time is used for immediate referral in case of an emergency. In the event of an accident or illness, this information helps the school personnel contact the appropriate person quickly. **If there is any change in emergency information during the school year, please make appropriate changes within the FACTS family portal or inform the school office immediately.**

STUDENT ASSESSMENT

Standardized Testing Program – K-8

Our standardized testing program consists of MAP testing. This is a nationally based technology driven assessment that students in K-8 grades will take. This test allows the schools to use data more effectively in improving student learning.

ACRE Test

Students in 5th and 8th grade are given the ACRE test. This test assesses knowledge of religion concepts and faith.

NOTE: Every effort should be made to assure student attendance during the testing dates in October and April. Please **do not** schedule outside of school appointments for your child during these weeks.

Instructional Support Program:

The Instructional Support Program is a school-based system designed to help all students become successful in their educational experience. It provides a way for school staff to address the varying needs of students in order to improve learning. The team consists of the principal, guidance counselor, resource teacher(s) and the classroom teacher who meet to review student referrals and recommend instructional interventions. The goal is to support teachers in developing strategies that address student needs. The team may recommend testing for a specific learning disability if a student does not progress after a variety of instructional interventions/strategies have been implemented in the general education setting.

Report Cards/Student Assessment:

Reports are sent home at the end of each quarter at the elementary and middle schools/each semester at the high school. Since learning is in the early developmental stage in kindergarten, report cards are considered skills/behavior reports.

Grades K through 2 are also skills and progress reports rather than only achievement grades.

We use the following code for grades K through 2:

S+	Exceeds basic requirements
S	Satisfactory Progress
S-	Having Difficulty
U	Unsatisfactory
P	Making sufficient progress for student's aptitude but below grade level

Students in grades 3-12 are graded on achievement and effort with letter grades. Assessment is made from many evaluative techniques, including:

- | | | |
|----------------------|-----------------|-------------------------|
| · direct observation | · participation | · formative assessments |
| · self-evaluation | · quizzes | · summative assessments |
| · projects | · portfolios | · homework |

Other methods may be used, depending upon the subject and teacher. The grading scale is:

A+ 99-100 percent	C+ 83-84 percent	F Below 69 percent
A 95-98 percent	C 79-82 percent	I Incomplete
A- 93-94 percent	C- 77-78 percent	NA Not Assessed
B+ 91-92 percent	D+ 75-76 percent	P Passing
B 87-90 percent	D 72-74 percent	
B- 85-86 percent	D- 70-71 percent	

Student's grades are available on PowerSchool. Please check students' grades on a regular basis and contact the school office if you have any questions or concerns.

Parent-Teacher-Student Conferences:

Formal conferences are held twice per school year. The first conference, usually in November, is a required conference. The second conference in the second semester is by request only. Please do not wait for conference time if you have any questions or concerns about your child's progress. Contact the teacher and set up an appointment. The teacher will contact you if your child is experiencing difficulties. Conferences may be scheduled at any time whenever the teacher or parent feels it is necessary.

HOMEWORK

1. Homework is an important tool in learning and a part of the academic life of a Roncalli Catholic School student. Research shows that students who do homework learn more and have higher achievement rates than students who don't do homework. Homework is the opportunity for students to reinforce, review and/or research. Homework is NEVER used as a disciplinary measure. Parents/guardians may assist their child(ren) but should NOT do the homework for the child. If students are having difficulty with the homework, it is the teacher's clue to re-teach or approach the learning with a different method.
2. Each student is responsible for his/her own work. All assignments are to be handed in on time. "On time" means the deadline time given by the teacher.
3. Provisions should be made to pick up missed work for each day of absence. In the case of an extended absence, homework will be handled according to the teacher's discretion.
4. All students in grades 2-8 are required to have a special assignment notebook to record homework assignments. These assignment notebooks can be purchased at orientation day or in the school office.
5. All assignments are to be completed in a neat and legible manner and to the teacher's specifications.
6. Specific information about homework will be sent home by your child's teacher during the first week of school. Contact will be made with parents if the teacher encounters problems with the student's homework.
7. If the student consistently has incomplete or missing assignments, the teacher may use one or all of the following course of action at his/her discretion:
 - Note to parent/guardian
 - Phone call to parent/guardian
 - Parent/teacher/student conference
 - Removal of a privilege (recess, field trip, etc.)

Suggested homework model:

Homework is the opportunity for students to reinforce, review or research. Homework is a part of the academic life of a Roncalli Catholic School student. Homework should be reasonable and should not exceed 10 minutes per grade level at the elementary and middle school levels.

It is important to remember that each student uses his/her time differently and children learn at different rates. Please consider the needs of your individual child.

As soon as a parent has a concern about a pattern of excessive time required to complete homework, contact your child's teacher for a conference.

SECTION 4: DISCIPLINE

DUE PROCESS

SCHOOL REGULATIONS

ANTI-BULLYING

PARENT EXPECTATION

POLICY ON SUSPENSION AND/OR EXPULSION

DUE PROCESS FOR STUDENTS

DISCIPLINE

We believe in a positive approach to discipline. Students need to feel accepted and cared for to learn self-discipline. Praise accomplishes much more than any punitive action. However, it is important to make a distinction between what is acceptable and non-acceptable behavior in the school environment.

The education of your child is a partnership between parents, child and school personnel. If, in the opinion of the administration that partnership is irretrievably broken, the administration reserves the right to require the family to withdraw.

DUE PROCESS FOR PARENTS

If a parent/guardian has a grievance to register, the following procedure is to be followed:

1. The parent/guardian confers with the teacher(s), if the grievance is against the teacher(s). If not satisfied, confer with the administrator.
2. The parent/guardian confers with the administrator, if the grievance is against the administrator the appeal will then go to the President of Roncalli Catholic Schools.
3. Appeal to RCS Board of Trustees President.
4. Appeal to the Green Bay Diocesan Superintendent of Education.

SCHOOL REGULATIONS

- We will not tolerate forms of disrespect. Parents/Guardians will be contacted for offenses in this area.
- We will not tolerate conduct unbecoming to a Christian student.
- School rules and classroom rules are posted in the classrooms for students to review at any time
- Roncalli Catholic Schools reserves the right to discipline a student for conduct on or off school grounds that could be detrimental to the reputation of this Catholic school.
- Roncalli Catholic Schools reserves the right to search anything a student brings onto the school campus.
- Violations for any school regulation will initially be handled by the classroom teacher and /or the supervisory personnel in authority during the time of the violation. The seriousness of the offense, and /or the number of occurrences of the offense, will determine the necessity of contacting the parent/guardian for a discussion of the situation.

The parent/guardian is asked to see the teacher concerning misunderstandings, which arise. Taking a child's side against a teacher only serves to undermine authority and eventually, the parent/guardian's authority.

ANTI-BULLYING

Roncalli Catholic Schools strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Roncalli Catholic Schools consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. In order to maintain high academic standards and promote healthy relationships, acts of harassment and /or bullying will not be tolerated.

Definition – Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. **Physical** (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. **Verbal** (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. **Indirect** (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition – Bullying behavior is prohibited in all schools, building, property and education environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation – All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the classroom teacher or nearest staff member.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying – The school administrator will investigate the bullying report. The investigation may include interviewing the person(s) who are the victims(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying may be notified prior to the conclusion of the investigation. RCS School shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports – If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school may take disciplinary action, including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

PARENTAL EXPECTATION

Parents/Guardians are expected to assume the responsibility for correcting their children's misconduct after being informed of misbehavior, which interferes with the safety and welfare of other students and with the educational process. When parents/guardians fail to accept responsibility for their children's conduct, the corrective measures to be employed shall be determined in each case by the classroom teacher, the principal or other appropriate educational staff members. The corrective measures shall be consistent with diocesan and school policies.

A child causing a behavioral problem severe enough to be sent to the principal will be dealt with through the principal's normal discipline procedure:

Step 1 - Conference with the student (warning/reprimand/punishment)

Step 2 - Conference with the student – noon or after school detention, telephone call, or written note to the parent/guardian.

Step 3 - Conference with the student – after school detention, telephone call, or written note to the parent/guardian. Parent/Guardian - Teacher-Student-Principal conference.

Step 4 - Conference with student, written notice to the parent/guardian: In school suspension.

Step 5 - Suspension procedures enacted (could lead to expulsion)

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

DIOCESAN POLICY ON SUSPENSION AND/OR EXPULSION

The reasons justifying suspension or expulsion from a Catholic School in the Diocese of Green Bay should be as serious as they are rare. Even when such reasons exist, other avenues must be explored before the decision to suspend or expel is reached.

There are general situations which may lead to suspension or expulsion; all must be verified by evidence:

1. When the moral or physical well-being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.
3. Where weapons of any type are involved. (State and Diocesan policy)

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed.

Expulsion is permanent and must be reported to the local public school district administrator.

DUE PROCESS FOR STUDENTS

Students shall be aware of school rules and regulations and shall always be told of the offense for which they are being punished. Therefore, all school rules shall be published and students and parents/guardians shall be made aware of the published rules.

SUSPENSION

Suspension is a short term dismissal of a student from the school or the classroom.

1. In response to an action of a very serious nature **OR**
2. After other remedial measures have been employed without success

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus or for continued misconduct.

The following directives shall be observed:

1. Only the principal has the authority to suspend a student.
2. A student shall not be suspended for more than five school days.
3. Suspension for a one-time incident will be made under the principal's discretion depending on the severity of the incident.
4. The student and parent(s) or guardian(s) shall be informed of the reasons and decision for the suspension before the student is removed from the school.
5. A conference shall be held with the parent(s) or guardian(s) of the student.

6. A written record including date of the suspension, reasons, and notes relating to the conference with the parent(s) or guardian(s) shall be provided to the parent(s) or guardian(s).
7. As a remedial measure, the student may be provided with some additional assignments to be done during the days of suspension.
8. Tests, quizzes and all homework will be required to be made up as determined by school personnel.

EXPULSION

Expulsion procedures begin with suspension by the administrator with recommendation for expulsion. The long term dismissal of a student from school is an extreme measure to be taken only as a last resort.

- a. After all other efforts or motivation and counseling have failed
- b. Where circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons.

Expulsion for a one-time incident will be made under the principal's discretion depending on the severity of the incident.

The following procedures shall be observed:

1. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspension. This documentation should include written communication between the school and the family. In the case of serious circumstances as described in "b" above, the student shall be immediately suspended until the process described in numbers 2-8 can be completed.
2. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
3. A conference shall be held with parents, student, principal, and teacher(s) at which time the grounds for dismissal will be presented and discussed.
4. Expulsion should be determined by the principal; the decision may be appealed to the RCS Board of Trustees.
5. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents.
6. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentations shall be maintained in a file separate and apart from the student's permanent record.
7. The student's permanent record shall indicate that the reason for transfer was expulsion.
8. Expulsion must be reported to the local public school district administrators.

SECTION 5: PROGRAMS AND ORGANIZATION

ATHLETICS

MISSION STATEMENT

VISION AND BELIEFS

PARENT MEETINGS

PLAYING TIME

TEAM SELECTION

PARENT VOLUNTEERS

PRACTICES

SPORTSMANSHIP

CODE OF CONDUCT

FALL, WINTER AND SPRING SPORTS

RES AND RMS ACTIVITIES

PROGRAMS AND ORGANIZATIONS

Athletics

All athletes and parents should read the school website for information on events, activities, and other matters pertaining to Roncalli Catholic Schools. Roncalli schools provides the following after school athletics:

Sports that Roncalli Elementary and Middle Schools have include the following:

Girls

Volleyball fundamentals, Grades 5 - 6
Volleyball, Grades 7 - 8
Basketball, Grades 3-8
Tennis, Grades 5-8
Dance Team, Grades 5-8
Golf, Grades 6-8
Cross Country, Grades 5-8
Soccer, Grades 5-8
Track, Grades 5-8
Swimming, Grades 5-8

Boys

Basketball, Grades 3-8
Tennis, Grades 5-8
Golf, Grades 6-8
Cross Country, Grades 5-8
Soccer 5-8th grades
Track, Grades 5-8
Swimming, Grades 5-8
Football (Manitowoc Chiefs), Grades 5-8

The athletic program is governed by a philosophy of positive participation ahead of winning. Students cannot develop athletically unless they are given the opportunity to do so. No one is cut from any team and students are allowed to play in every contest in a meaningful way.

A student who receives a failing grade in any class will be suspended from that sport until a passing grade is achieved. Student athletes are students first and athletes second.

Middle school student athletes are encouraged to check their grades during advisories, weekly. Our athletic advisor, Mr. Kaderabek runs a grade report for student athletes each week. In the event of a failing grade, an email will be sent to the student, parent and teacher.

To allow teachers ample time for grading and accurate reporting of grades It is the students responsibility to get homework and projects in on time. All missing/late work will be assessed in a timely fashion.

ATHLETIC MISSION STATEMENT

The athletic program of Roncalli Catholic Schools provides children the opportunity to learn about sports in accordance with the life and teachings of Jesus Christ.

VISION AND BELIEFS STATEMENT

We believe that the athletic program of Roncalli Catholic Schools:

- Allows Catholic Identity and Values to be the most important aspect of any sports program.
- Expects adults to model to young people high standards of Christian Ethics in sports.
- Allows an athlete to learn the fundamental skills of the game.
- Establishes opportunities for athletes to enjoy their sports experiences.
- Is an educational endeavor.
- Believes that winning is secondary to the learning process as it pertains to sports.

PARENT MEETINGS

There will be a mandatory parent meeting before each season. Children of parents who do not attend one of the athletic meetings will have to set up a meeting with the athletic director to get the proper information.

PLAYING TIME

All players will play a minimum of one quarter of the league contest or match at all levels. For basketball, this would be 7 minutes per game. The goal of any athletic program is to provide each student as much time to participate as possible. The coaches are accountable for giving their players as much playing time as possible. Player's fundamentals are developed during practice, not during games.

TEAM SELECTION

Teams are divided by the head coaches and/or the Athletic Director after assessments where the coaches will rate the player's skill level. No assistant coaches will be determined until the teams have been decided. Our goal when selecting teams is to balance the talent level evenly therefore giving all the teams a fair chance to compete during the season.

PARENT VOLUNTEERS

Parents volunteering their valuable time when supporting their student(s) programs. The parents are expected to help in various areas throughout the season. Your child's coach or Roncalli Athletic Association (RAA) advisor will help guide you where you can help. The RAA will assign all parents to participate in selling concessions at school related sporting events.

COACH SELECTION/EVALUATION

Coaches interested in volunteering their time will first fill out the online application and become Virtus approved. Then, by looking at their application, calling their references, along with participating in an interview with them, the Athletic Director will come to the determination if they fit into our philosophy about education and athletics. Once they have accepted to volunteer their time to coach, the Athletic Director will evaluate them through observations, surveys from parents and players, and the impact they have had on our educational environment. If the coach is found to have unacceptable performance, they may be asked to no longer continue to help in that position. Coaches are asked to work with “every” player in the program. The best coordinated and the least coordinated player on each team is of equal importance and should be given equal attention and encouragement to improve their skills in that sport.

SCHOOL DAY EMERGENCY CANCELLATION

If school has been cancelled due to weather or other emergencies, there will be no practices or games taking place that day or evening. If we have a full day of school, and the high school cancels practices due to anticipated bad weather we will follow what the high school does.

EXCUSED ABSENCES

The missing of practice time and game time will be dealt with by the head coach. The Athletic Director or Middle School Principal will oversee any issues with excused and unexcused absences. If a player is sick and absent from school on a day of a practice or game, that player may NOT participate in that game or practice. If the player is sick on a Friday, it is up to the parents if the player plays on the weekend.

PRACTICES

One of the primary concerns of each coach should be the safety of every member of the team. The number of injuries incurred by our athletes will be held to a minimum when the coach is there to teach and generally supervise. Each athlete’s family is responsible for transporting their child to and from scheduled practices and home and away games. No athlete is to be left on school property without an appropriate adult chaperone. This includes practices (before and after) and games (home and away). Please be prompt in picking up your child from practices. Anytime you would like to stay and watch practice, you are more than welcomed.

SPORTSMANSHIP

Sportsmanship is a vital component to the success of any athletic program. The parents play an important role in teaching respect and sportsmanship. The parents must be positive in their approach to the players, coaches, opponents, and officials. The students learn from their parents and follow their lead when it comes to sportsmanship. At Roncalli Catholic Schools,

there are situations where we have more than one school team and they must compete against each other at some point in the season. It is important that you cheer for your team, but please DO NOT CHEER AGAINST OTHER RONCALLI TEAMS.

Parents are not to confront the head or assistant coach on the day of a game in a negative manner. If parent's behavior forces the referee to remove the parent from the gym, the penalty will be an automatic 1 game suspension from attending the next contest and must schedule a meeting with the Roncalli Middle School Principal and the Athletic Director before they will be allowed to attend another game.

CONDUCT CODE FOR COACHES, FANS, AND PLAYERS

1. An unsportsmanlike technical foul on a coach, fan, or player will result in a one game suspension for the first offense. After one game suspension, the offending party will meet with the Roncalli Catholic Middle school Principal and Athletic Director regarding the situation and future consequences.
2. Fans that show negative behavior will be asked to leave for the remainder of the game and will be subject to step one above.
3. Coaches are to call the Athletic Director the day after the game if there is any inappropriate conduct from coaches, players, or fans. The Athletic Director will follow up on these communications with contacting the person responsible for the inappropriate conduct. The Athletic Director will make recommendations on a course of action once the report is made. Coaches bear responsibility for the conduct of their fans.
4. Reports from other schools or referees present at Roncalli Catholic games will result in the procedures as listed in step three above.
5. Members of the school staff and RAA at times will observe fan, coach, and player conduct at designated games during the season.
6. Students who receive 4 behavioral detentions during a sport season will serve a 1 game suspension for that sport. Once a student receives 7 detentions for behavior will result in permanent suspension from the sport the student is currently in and subsequent sports for the remainder of the school year.
7. The Athletic Director and Middle School Principal reserve the right to revise the Athletic Code of Conduct at any time.

EXTRA CURRICULAR ACTIVITY ACADEMIC STANDARDS

In order to be a participant in good standing the student will:

1. Have no failing grades meaning no F.
2. Complete work for classes when due. This takes into account the extra time given to those out for sickness.
3. Must be in attendance in school for the entire day. Exceptions are excused absences other than illness.

FALL AND SPRING SPORTS

PowerSchool will be checked one time per quarter to determine students' eligibility for participation. PowerSchool will be checked every week starting in September. Teachers will also notify the Athletic Director or principal by note if a student is not meeting academic requirements for his/her classes. If a student is not in good standing, he/she will be suspended from games or matches for two weeks but will be able to practice so they are prepared to participate when they become eligible. During this time, the student should work on becoming eligible to participate in future games and matches. Should the student fail to become eligible, the student may not participate further in that sport.

When a student has regained eligibility, a reinstatement form will be signed by the teacher(s) and given to the Athletic Director. No student may be considered eligible until the reinstatement form is received by the Athletic Director. This is for all activities. The principal(s) will check Power School for grades.

WINTER SPORTS

Students must meet academic requirements in order to be eligible to participate when the season begins. PowerSchool will be checked at the end of each quarter. Teachers will notify the Athletic Director or principal by note if a student is not meeting academic requirements in his/her classes. If a student is not in good standing, he/she will be suspended from games or matches for two weeks but will be able to practice so they are prepared to participate when they become eligible. During this time, the student should work on becoming eligible to participate in future games and matches. Should the student fail to become eligible, he/she has two more weeks to work toward eligibility. If a student does not meet eligibility after a total of four weeks of suspension, the student will not participate.

TOURNAMENTS

The league playoffs will be played as they are part of the season-long league. Middle school teams may enter whatever tournaments the head coach chooses. No Roncalli Catholic Schools team will be allowed to enter more than one tournament per weekend. Head coaches are NOT to ask the league to change scheduled games to accommodate weekend tournament games. There would be NO playing time rules for tournament games.

EXTRA CURRICULAR ACTIVITIES

Academic eligibility must be met by all students participating in extracurricular activities. Students will be subject to the same standards as winter sports. A student may not participate for the rest of the quarter if they have not regained eligibility within the four week suspension. They may be reinstated at the beginning of the next quarter if they meet the eligibility standards. Should the student be unable to maintain academic eligibility for a second quarter, the student will not be able to continue in extracurricular activities for the remainder of the school year. The extracurricular activity code applies to students in grades 3-8.

SCHOOL ACTIVITIES

The following programs are available at RCS School:

Daisy Girl Scouts-Kindergarten – Grade 1
Brownie Girl Scouts-Grades (2-3)
Junior/Cadette Girl Scouts-Grades (4-8)
Boy Scouts
School Yearbook
Middle School Musical

Tiger Cubs
Cub Scouts
Tone Chime Choir (grade 4)
Student Council-Grades (5-8)
Photo Club

More information and forms about Roncalli Athletics can be found on our website: <https://rem.s.roncallicatholicschools.org/athletics>



SECTION 6: GENERAL INFORMATION

CLASS SIZE

PROMOTION/RETENTION

FIELD TRIPS

GUEST SPEAKERS

SCHOOL VISITS

FRIDAY ENVELOPES

LOST/STOLEN ITEMS

HOUSEKEEPING

SCHOOL AND CLASSROOM CELEBRATIONS / FOOD & BEVERAGE

PERSONAL PARTY INVITATIONS

PETS

PHONE USE

CELL PHONES AND PERSONAL MUSIC PLAYERS

PUBLICITY DISCLAIMER

CHANGE OF ADDRESS

CONFIDENTIAL RECORDS

GUN FREE ZONE

ALCOHOL/SUBSTANCE ABUSE

CHILD ABUSE/NEGLECT

LIBRARY/MEDIA CENTER

VOLUNTEER PROGRAM

VOLUNTEERS / PARENTAL INVOLVEMENT

EQUIPMENT USE

GENERAL INFORMATION

CLASS SIZE

A class size limit of 20 students is to be used as a guideline for kindergarten through fourth grades and 25 students will be used for grades fifth through eighth. The discretion of the principals and School Administrative Team shall be used to determine whether an individual classroom can accommodate more students than the guideline indicates. The grade level involved, elective nature of the class and other factors will be taken into consideration. A waiting list for prospective students will be used as a last resort when all other alternatives have been exhausted.

PROMOTIONS AND RETENTIONS

A student may be considered for retention if he/she is not mastering academic skills to achieve grade level performance. Students may also be retained for failure in two or more core subjects, or excessive absences that there is a significant loss of class performance.

Teachers follow these procedures when considering retention:

- Consider the factors that may affect the student academic performance.
- Intervention strategies have not succeeded to improve classroom performance.
- Regular communication must have taken place between the parents, the principal and the teachers showing information of the student's difficulties and the remediation efforts are being implemented.
- Discuss with parents during February conferences about the possibility of retention.
- School may suggest special education evaluation be conducted by MPSD

FIELD TRIPS

Field trips broaden the educational experience of the students. There are field trips scheduled periodically during the school year at all grade levels. Field trips are considered part of the curriculum and a hands-on experience of what is learned in the classroom and therefore NOT considered optional. Field trips tend to expand and refine student knowledge.

Please note: No student may participate in a field trip without a signed permission slip.

GUEST SPEAKERS/PROGRAMS

Guest speakers and programs enhance the curriculum as well as expand horizons, opportunities and experiences. From time to time, RCS will have special programs or speakers to provide an educational or community building opportunity.

WEEKLY NEWSLETTERS & COMMUNICATIONS

Each week (on Friday or last day of the school week), an electronic school newsletter highlighting important events at each campus will be sent via email. It is important that every school family takes time to go through all the information that is with that communication. Additional emails will be periodically sent to communicate other pertinent information.

LOST/STOLEN ITEMS

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items that they would not like to have broken. **It is helpful when students' clothing and items are labeled with the student's name.**

HOUSEKEEPING

Students are expected to keep their desks or lockers; as well as any other area they use to hold personal belongings, in order. Students are considered co-tenants of their desks or lockers and therefore the school reserves the right to search this property when an occasion to do so becomes necessary.

SCHOOL & CLASSROOM CELEBRATIONS

We believe that there is value in celebrating holidays and cultural customs of our nation. Students celebrate with parades, decorations, plays, prayers, etc. **ALL snacks and beverages brought in by students and staff with the intent to serve to others must be commercially prepared, individually packaged products (no homemade goods).**

PERSONAL PARTY INVITATIONS

Invitations to off-campus parties are strongly discouraged through school. If invitations are requested to be given out at school, it is required that all members of the class receive an invitation.

PETS

Pets of any kind are not allowed on school property. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school. All pets are to remain in vehicles during drop off/pick up as they are not allowed in the school parking lot due to liability issues.

PHONE USE

The office phone is used for business. Students may use the phone with permission of office personnel. Necessary calls will be made before or after school or during recess time. Parents

are asked to refrain from calling/texting students on the students' personal cell phones. Communication with students should be through the school office.

CELL PHONES, SMART WATCHES & PERSONAL MUSIC PLAYERS WITH HEADSETS

The use of cell phones, Smart watches and personal music players and items such as iPods and MP3 Players are not allowed to be used during normal school hours unless given permission by the principal or teachers.

Cell phones, smart watches and other personal technology devices are not permitted at the elementary school at any time and should remain at home or within student backpacks. At the Middle School smart watches used for texting or communicating during school time will be collected and turned into the office for a parent to pick up.

PUBLICITY DISCLAIMER

Photos, slides and videos of Roncalli Catholic School students, as well as examples of student work, will be used at the discretion of the school staff for purposes of publicity, unless otherwise directed by the parent in writing.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone number record at the school office. Notify the school office immediately if there is a change of address or phone number during the school year.

CONFIDENTIAL RECORDS

Confidential student records that include progress and behavioral reports are maintained in the Roncalli Catholic School offices. Progress reports are those that include the student's grades and attendance. Behavioral records are those that include ability tests, achievement tests, health records, psychological tests, personality tests and other records.

GUN FREE ZONE

1990 Federal Government Gun Free School Zone Act:

"It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5000, imprisoned for not more than 5 years or both."

ALCOHOL/SUBSTANCE ABUSE

The possessing, distributing, using, or being under the influence of alcohol or controlled substances, possessing drug-related paraphernalia is prohibited. Local law enforcement

officials will be contacted for any of the above violations. For purposes of this policy, “drugs” shall mean:

1. All controlled substances prohibited by law
2. All Alcoholic beverages
3. All tobacco products including snuff and or chewing tobacco
4. Any prescription or patent drug except those for which permission to use in school has been granted pursuant to school policy.

CHILD ABUSE/NEGLECT

CHILD ABUSE AND NEGLECT ACT, Section 48.981 of the Children’s Code specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, the following procedures are to be followed:

1. Notify the Administrator immediately
2. Report the situation immediately to the County Department of Social Services or the police department.
3. If the alleged offender is an employee of the school/parish, the Administrator or designee notifies the Director of Total Catholic Education or the Consultant for Child and Family Services at the Diocesan Office of Education as soon as possible.

LIBRARY/MEDIA CENTER

RCS library/media programs provide level-appropriate literature for recreational reading, for curriculum support and for the encouragement of thought and discussion of values and moral issues. It also provides consultation, instruction, reference services, access to outside resources, and audio/visual services for students, faculty and administration. The library/media center not only provides support services, but also is actively involved in the education process.

The elementary and middle school collection uses the Follett Destiny system for checking out books.

All library books are checked out for a two-week period. If your child is not finished with the book, it may be renewed for another two-week period, unless another student or teacher has reserved the book.

Overdue books can be subject to a fine of 25 cents per week. Weekend days will not be counted. Overdue notices will be sent out each week to your child’s classroom. If the book is not returned by the last day of school, a replacement fee will be assessed to the families FACTS incidental billing account.

VOLUNTEER PROGRAM

We depend on the active support and involvement of our parents. This is essential to the success of our education system. The Diocese of Green Bay requires all volunteers to complete the online **VIRTUS training (aka “Protecting God’s Children”), complete an online for the accompanying background check.** Individuals who complete the online training and able to pass the background

check without stipulations can volunteer within the school. No exceptions to this rule will be permitted.

PARENT INVOLVEMENT

All fundraising and supporting efforts of Roncalli Catholic Schools is handled within the Office of Development. Families also are asked to support the above-named efforts, along with additional needs of Roncalli Catholic Schools, including, but not limited to, Parents in Action, Roncalli Athletic Association and the Fine Arts Association. The Office of Development shall serve as oversight of all plans related to fundraising efforts for Roncalli Catholic Schools; all efforts should be communicated in a timely fashion.

Giving inquiries, including, but not limited to, appeals, campaigns, endowment, material and monetary donations, memorials, gifts in kind and scholarships shall be directed to the Office of Development.

EQUIPMENT

Each school building has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to use or handle equipment unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

SECTION 7: CURRICULUM

3K/4K CURRICULUM

KINDERGARTEN CURRICULUM

CURRICULUM OVERVIEW – GRADES 1 - 4

MIDDLE SCHOOL CURRICULUM

HANDBOOK AGREEMENT

CURRICULUM

3K & 4K CURRICULUM

The emphasis of the 3K & 4K program is to nurture the child's development through socializing experiences and learning through play. Each child is allowed to progress at his/her own pace.

Religion

The child's faith development is nurtured through role modeling of Christian values and by an atmosphere of love and trust.

Art and Music

The 3K & 4K child learns to appreciate the value of creative expression through various music and art activities. Children are encouraged to express themselves freely by using various art mediums. Painting, drawing and craft activities allow children to communicate feelings and ideas. Musical experiences are provided in which children can sing, listen to music and use rhythm and band instruments.

Psychomotor Development

Children develop physical coordination and control through activities that enhance large and small motor skills. Both manipulative and physical activities are used to develop these motor skills.

Language Arts

The 3K & 4K child's development of communication skills is acquired by various listening, speaking, reading and writing activities. Children are exposed to many oral language activities as well as listening to others and seeing relationships between spoken and printed material.

Mathematics Readiness

Mathematics readiness is developed through observations, discovery activities, concrete experiences, and playful creativity. The preschool child learns to identify basic colors and shapes. They can compare and classify objects and solve simple mathematical problems. An understanding of time, money and measuring simple units is also developed.

Science/Health

The child's awareness and appreciation of creation is nurtured through observation and exploration. Children develop respect for themselves, each other, and the world around them.

Social Studies

The importance of children learning to adjust to sharing and taking turns is a vital part of the preschool program. Children learn an awareness and appreciation of self and others. They develop an understanding of the concepts of family and community.

KINDERGARTEN CURRICULUM**Religion**

The spiritual needs of the kindergarten students will be met through celebration of daily prayer, weekly liturgy and concepts of faith presented using the Catechesis of Good Shepard curriculum.

Literacy Development – Guided Reading

Students in kindergarten will have a balance of literature and writing activities through exposure to many types of stories, predicting and retelling literature, building letter and word recognition, and writing for a variety of purposes.

Math

Kindergarten students are taught basic math concepts using manipulatives (cubes, pattern blocks, geoboards, buttons, etc.). Math activities focus on concepts of counting, shape recognition, sorting, classifying, patterning, grouping, comparing, and problem solving.

Science

Science in kindergarten incorporates the thinking skills of comparing, observing, problem solving, and communicating through hands-on experiences.

Social Studies

Social Studies in kindergarten focuses on the child's everyday life. Children learn about themselves and their place in the world.

Computer Technology

Kindergarten students will have exposure to a variety of technologies. The concepts that are taught include basic vocabulary and general functions skills.

Human Growth & Development and Health

The kindergarten curriculum includes teaching students about individuality, personal hygiene, acceptable social skills, good decision-making, and emergency procedures. The RCS School Counselor teaches peacemaking skills to the kindergarten students.

Art

Creating, manipulating, and responding to various types of art is an important part of every kindergarten day.

General Music

Kindergarten students engage in music through performing, creating, and responding.

Physical Education

Physical activities are integrated through each day as relevant to the curriculum.

Library Media

The purpose of the library/media center is to assist learners in finding, generating, evaluating, and applying information to use resources appropriately and appreciate literature.

CURRICULUM OVERVIEW - GRADES 1- 4

RES offers an excellent academic program in a caring Christian environment. Our children learn the basics of Roman Catholicism as well as language arts (reading, language, spelling, writing), mathematics, social studies, and science.

This core curriculum is enriched with classes in art, health, physical education, music, computer literacy and library/informational skills.

To provide each child with a positive educational experience and to develop a good self-image is the goal of our program. We strive to build good attitudes in the children. We seek to help them be aware of the presence of God in their daily lives and to grow spiritually, academically, physically, emotionally, and socially at their own levels of learning.

Religion

The religious education of children involves the teaching of doctrine, the modeling of Christian attitudes and the imparting of values. All three of these areas integrate and influence each other. Religious education programs for students offer experiences of faith, sharing, worship through liturgy and prayer, opportunities to be of service and formal instruction within the context of Christian community.

Liturgies

Liturgical experiences are one of the most important dimensions of your child's faith life. All students in grades K-4 participate in Eucharistic liturgies weekly. Parents are welcome and encouraged to join our school community in these liturgical celebrations.

Prayer Times

Prayer is an integral and essential part of the daily program. Our teachers provide time and opportunities for the children to nourish their faith through prayer and liturgy. The liturgical seasons of Advent, Christmas, Lent, Easter and Pentecost are celebrated in special ways. Formal, informal and spontaneous prayer experiences are afforded to our students. The goal for our children is to build a loving relationship with Jesus the Christ.

Language Arts

The study of the English language becomes the key to effective communication in the future. Our systematic study of the basic rudiments of this language enables children to become competent in the communication skills of listening, speaking, writing and the use of the media.

A holistic approach to language development provides our children with an understanding of language and integrates the various elements of communication with all the disciplines. Our language arts curriculum fosters an appreciation of the beauty of the English language. Reading is the most critical element of the entire curriculum. Reading instruction engages the reader in an interactive process. Reading instruction focuses on comprehension and development of independent readers. The link and connectedness of reading, writing and speaking is fostered in our classrooms. It reflects the integration of the entire curriculum. Ultimately, reading becomes a meaningful and enjoyable experience, which contributes to the development of Christian persons who think, choose and act as contributing members of society.

Mathematics

In the area of mathematics education, we strive to develop the strategies necessary to solve problems for decision-making.

Our students acquire computational skills and an understanding of the basic processes. Manipulatives are used to further their mastering of the concepts of number theory, fractions, measurements, the decimal system and geometry.

Social Studies

The goal of our social studies curriculum is to develop concerned, educated Christian citizens. We empower students with vision, values, attitudes and skills to become responsible stewards and peacemakers in the world.

Our social studies curriculum provides students with basic life skills. Included are studies emphasizing citizenship, map skills, geography, global awareness, economics, history, culture and a study of Wisconsin.

Science

Our science program is permeated with a vision of faith. It creates a love for the natural world that leads to responsible stewardship and love for the Creator.

Our curriculum emphasizes moral and ethical decision-making. It includes the development of scientific knowledge and skills with an emphasis on hands-on experiences.

We encourage and enable children to observe, question, research and solve scientific problems.

Computer Education

Because computers are an essential tool, we integrate them in all curricular areas. We teach proper care and usage. We strive for creativity, initiative, and problem solving in our program. The emphasis is on keyboarding and word processing.

Music

Our program provides opportunities for children to perform, create and appreciate music. Classroom activities such as singing, moving, listening, and playing instruments provide a variety of experiences.

Our curriculum includes knowledge of basic theory and an understanding of the aesthetic and cultural aspects of music. This foundation provides the context for a life-long process of music appreciation.

Art

Visual art enables our students to learn to respond to the beauty of God's creation and to the dignity of the individual.

Our art program provides teaching in four different areas: art production, aesthetics, art criticism and art history.

Physical Education

The physical education program is an integral part of our school program. Movement experiences help to improve physical skills and fitness.

Participation in physical activities contributes to the development of self-confidence, cognitive skills, social skills, and an appreciation of God's gift of life.

Health/Wellness/Sexuality

Health/wellness programs provide students with the attitudes and skills necessary for healthy Christian living.

Jesus promoted wellness in that a healthy lifestyle is the right and responsibility of everyone to choose behaviors that promote well-being. Through critical thinking, decision-making and problem-solving skills, our students gain control of their life now and in the future.

Choosing right and responsible behavior is the basis of the human sexuality program in our schools. Biological information is integrated with the Catholic Christian tradition regarding the dignity of the human person.

Guidance

Our comprehensive school counseling program supports students by involving families, school and our entire community to assure academic, social-emotional, spiritual growth for all students.

Spanish

In Spanish class the students will be introduced to the Spanish language and Hispanic cultures. The students will learn basic vocabulary and phrases through songs, games, and other activities. This will give the students a good foundation for later Spanish classes in middle school and high school.

Roncalli Catholic Middle School Curriculum



Roncalli Catholic Middle School is moving towards a schoolwide initiative known as STREAM. STREAM stands for Science, Technology, Religion, Engineering, Arts (Language arts and Fine arts) and Math. It is our hope that we work to focus on these concepts in all classes.

Science: provide topics to create a Science related theme or topic of discussion

Technology: use technology to communicate results, data, analysis, and/or for documentation of information

Religion: infuse religion across all subjects by finding a correlation between the topic/unit of discussion and our faith

Engineering: create, build, and/or design a product

Art: provide students the creative thinking skills necessary to communicate and advance STEM in the real world in the form of any of the Fine Arts

Math: incorporate math concepts and skills in the learning process

It is our hope that through these interactive and hands-on lessons, students will apply knowledge and skills to real-world situations. Students will communicate, collaborate, and strategize ways to solve a problem through a cross-curricular model. Technology plays a big part in how we communicate our ideas to others, by the use of Chromebooks in all grades, students will gain opportunities to learn the skills necessary to present and communicate their ideas. Our world is changing and we need to get our students ready for their world. We want

to put God at the center of what we do, the best way to see God all around us is through the beauty that exists in our world. The arts are a way to show this beauty and it is why every student in middle school takes art as well as a music choice of choir or band or both.

COURSE OVERVIEW

English Language Arts (ELA) – ELA applies previous knowledge and to interpret challenging fiction and non-fiction materials. It describes and uses story elements such as plot, character, setting, and theme. Students also analyze the development of plot, character, setting, and theme as it pertains to the overall impact of literature. Students learn how literature is integrated into all aspects of the school curriculum. Students learn about the standard usage of tense, number, gender, and case. Students learn the fundamentals of punctuation and parts of speech. Spelling is taught within the use of vocabulary, and the six-trait writing process allows students to write correctly.

Math - is developmental and sequential. The students learn mathematical facts, operations, and algorithms appropriate to their grade level in accordance with Green Bay Diocesan Standards. Roncalli Catholic Middle School uses Envisions Math program for fifth grade. Sixth grade through eighth grade uses the Go Math Series. In eighth grade student have an opportunity to take Algebra based on their MAP (Measure of Academic Progress) tests, Algebra placement test, and academic achievement in 7th grade. Students will learn how to solve problems, and use manipulatives and learn geometric concepts that exists in the world around them.

Social Studies – Students in fifth grade study the early explorers to North America and how the United States came into being. In sixth grade students study the contributions of people and society through ancient times. The seventh grade history class focuses on early American History to the Civil War with an emphasis on civics as well as current events. The main emphasis of eighth grade history class looks at American History from the Civil War to modern times with an emphasis on financial literacy along with current events. Geography is incorporated throughout the social studies curriculum to have a better understanding of the world around the students.

Science – Students learn the basics of the scientific method, environmental science, life sciences, physical science, and chemistry. Students will also focus on current issues in science and how it affects their lives.

Religion – All students participate in the preparation of Liturgies and prayer services along with leading prayer in class. Opportunities are given twice a year for Reconciliation. Students will also experience a spiritual retreat during the year along with service opportunities. Roncalli Catholic Middle School follows the scope and sequence of the Christ our Life series.

- Fifth grade focuses on the sacraments, especially the Eucharist, the center of Christian Life.
- Sixth grade focuses on the study of God’s saving love as it is revealed in Sacred Scriptures, particularly the Old Testament. Students will increase their knowledge of salvation history so that they may respond to God with ever deepening love and gratitude.
- Seventh grade studies God’s saving love as it is revealed through his Son, Jesus. Students will also strive to grow in their knowledge of Jesus, that they may love him more ardently and serve him more generously.
- Eighth grade studies God’s faithful love as it is revealed in the Church founded by Jesus Christ.

Spanish - Spanish is an introduction to the study of the language of Spanish and the cultures of the countries that speak Spanish. This course includes listening, speaking, reading, and writing in the language as well as activities to give the students a chance to experience many different Hispanic cultures. Successful completion of Spanish may provide the student credit for one year of high school Spanish.

ART- Students learn and recognize the visual arts as a form of communication. They will be able to know and apply elements of art, principles of design, and expressive features of the visual arts. Students know and apply appropriate use of visual arts, techniques, and other skills. A combination of drawing, sculpture, and art history are used in class. All students participate in the Roncalli Catholic Schools art show in May.

PHYSICAL EDUCATION - Students learn specific skills for individual, team and dual sports. Students are taught to understand training and conditioning practices, understand the long-term effects of regular participation in physical activity, and engage in activities that develop and maintain muscular strength and endurance.

HEALTH - Students learn about main concepts of hygiene, body maintenance, nutrition and human anatomy and development.

GUIDANCE - Our comprehensive school counseling program supports students by involving families, school and our entire community to assure academic, social-emotional, spiritual growth for all students.

CHORUS - Chorus is a class that provides students the opportunity to sing and perform some of their favorite music styles and songs. This course will help to build voice and performance

skills while giving students the opportunity to sing in a group. All 5th-8th grade chorus students perform in the Christmas and Spring Concerts. Students also have the opportunity to be involved in our church choir and the musical.

BAND - Band is a two-semester course that provides students the opportunity to perfect their individual musical skills plus develop skills needed to perform with a group. The band performs at Christmas and in the spring. In addition, the band marches in the Memorial Day parade. Individual lessons are scheduled with the band instructor.



Handbook Agreement
Middle & Elementary School

We have read and agree to be governed by this handbook.

Student signature(s):

Date:

Parent/Guardian signature(s):

Date:

School Administration Right to Amend Handbook:

The school administration retains the right to amend the handbook for just cause.

Parents/students will be given prompt notification if changes are made.

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE BY SEPTEMBER 3, 2021